

FORWARD

WELCOME TO THE TREASURY ENFORCEMENT COMMUNICATIONS SYSTEM II (TECS II)

The following pages comprise the First Edition of the TECS II User's Manual. The implementation of TECS II is completing the transition phase from the original TECS. TECS II is an entirely new system, and enhancements are continually being produced to make this system more effective, efficient, and as user friendly as possible.

The intent of this manual is to assist you, the user, in the procedural operation of TECS II. The manual is divided into sixteen sections, beginning with an introduction to TECS II which provides background into the system as well as a brief description of the system and its capabilities.

Following the Introduction is a section dealing with Security. There are many aspects of security involved in TECS II. This section provides information on each aspect. Prior to accessing TECS II, certain security requirements must be met. The Security section explains what those requirements are, and what you must do to satisfy them.

Once the security requirements are satisfied, you will need to know how to actually access the TECS II system. The next section is devoted to Accessing TECS II, and explains how to sign-on and off of the system. System Attributes such as the Help facility, standard function keys and electronic mail (eMAIL) are also discussed in this section.

The remainder of the manual is divided into specific system applications. The arrangement of the applications is presented in alphabetical order, according to their placement on the TECS II Main Menu. Each individual section will begin with an overview, followed by a discussion of accessing the application from the main menu, then the subsystem menu. After the presentation of the subsystem menu, each section will present an in-depth discussion of the options available from the subsystem menu. Should there be other menus presented below the subsystem menu, those options too will be discussed, each in turn, as they are presented on the menu.

You are encouraged to use and critique this manual. Should you have any questions, suggestions for improvement, or corrections, please submit your comments to:

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DEPOSITORY



Doc.
T17.5/2:
T71

TECS II

USER'S MANUAL

TECS II USER'S MANUAL
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INSERT INDEX I (INTRODUCTION)

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INTRODUCTION

BACKGROUND

TECS II (Treasury Enforcement Communications System II) is an automated enforcement and inspection support system built to support Customs, Treasury, and other Federal Agency Users. It is a replacement for the original TECS which has provided this same type of support for over 15 years.

The TECS II design is based on a combination of experience gained with the current TECS and new ideas from enforcement users. An effort has been made to include the latest in data processing technology and to allow for the inclusion of new technological advances in the future. A key requirement for the design of TECS II was the desire to build a "user friendly" system. In TECS II, this phrase has been interpreted to mean that the system must be simple and easy to use for first-time or infrequent users, but comprehensive and responsive for experienced users.

In striving to meet new requirements for law enforcement users, TECS II is more oriented to investigative and intelligence functions than the current system. The database and operational features have been designed to support the linking and manipulation of information for analytical and investigative purposes. At the same time, however, the inspection support features that are important to daily operational needs have been carried over from the current TECS to ensure uninterrupted support to Customs and INS inspectional staff involved in airport, border, and private aircraft processing.

Customs and other agency users have been an integral part of the TECS II development project. From the original gathering of requirements through functional specifications, design, and testing, a constant effort has been made to ensure that the users of the system were involved. Hopefully, this involvement has produced a system that will be easy to use and beneficial for all of its users. These users are encouraged to continue this involvement by working through their local and regional System Control Officers to report problems, identify new requirements, and suggest improvements for TECS II.

DESCRIPTION OF TECS II

TECS II is a large database of information about subjects of enforcement interest with associated automated functions for creating, maintaining, and retrieving this information. The database is comprised of "records" designed for the different types of data stored in the database. The support functions are called "transactions" and are grouped according to the particular operational area that is being supported.

The TECS II database has three categories of records: SUBJECT records, CASE records, and SOURCE records. SUBJECT records contain information about: persons, organizations (including businesses), vehicles, vessels, and aircraft. There is a specially designed SUBJECT record for each type of subject. CASE records contain data about Office of Enforcement cases; they are, essentially, the "Case Assignment" record. SOURCE records contain information from the various reports and documents that are created by users. There is a special record format for each type of document or report. Some of the SOURCE records in TECS II are: MOIR, ROI, S/A/S (CF-151), CF-320, CF-178. It is important to remember that each group of data has its own record format.

All records in TECS II are identified by a "TECS Record ID". Like the current TECS "SYSID", these Record IDs uniquely identify each record. For some types of records, the Record ID is a currently used number such as the OE Case Number for cases and ROIs, or the District Case Number for CF-151s. For others, SUBJECT records in particular, a special 14 character format has been developed. The format consists of:

Char. 1	record type (e.g., "P" for person subject)
Char. 2-3	fiscal year of entry
Char. 4-9	unique sequence number
Char. 10-11	for system use (00 - 99)
Char. 12-14	record owner's Agency/Sub-Agency code

SUBJECT records in TECS II deserve special attention because they are central to most uses of the system. In this regard, they are much like "TECS records" in the current system which contain information on suspects, "lookouts", and other subjects of enforcement interest. In TECS II, SUBJECT records are created in conjunction with the entry of SOURCE records and are "linked" to these source records. These SUBJECT records are then available for linking to other information that may be entered in the future.

Another important feature of TECS II SUBJECT records is that they can be shared between users. When two or more users have information on the same subject, they each can create and maintain their SUBJECT records, but these records are tied together as "sub-records". When a subject is shared through these sub-records, the sub-records have the same initial 11 characters in their TECS Record ID, but they have their own agency/sub-agency code in the last 3 positions. This is an important concept to remember when using the functions related to entering and retrieving SUBJECT records.

SOURCE records are a new feature for TECS II. Instead of the current practice of creating hardcopy reports/documents and extracting subject data for entry into TECS, SOURCE records will be entered online into TECS II. The full report will be entered

including coversheet, summary/synopsis, and narrative. These SOURCE documents will then be available for direct retrieval, display on terminals, and/or printing. Special print formats have been designed to replicate, as much as possible, the current hardcopy formats of the source documents.

As mentioned earlier, TECS II automated functions are grouped according to the operation being supported. These groups are called "Modules" which are listed on the TECS II main menu. This user manual is organized to correspond with that main menu and the various sub-menus and transactions which are available under the basic modules.

As preparation and for using the system, there are some basic TECS II features that should be understood. In TECS II, requesting actions from the system is done by selecting a choice from a list. This may be done from menus where a list of functions is presented or from query results lists where the user selects a particular record to view. When selecting an option from the various menus, the user may type the option desired (usually a 2 or 4 character code) or enter a single character, the user moves the cursor to the desired record or function and enters a single character to make a selection. Users also have the option of keying in a command directly, if known, to go to the desired function. Another method of requesting actions is through the use of "Program Function" keys which are designed to effect an action (such as displaying "Help" information) by pressing a single key.

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INSERT INDEX II (SECURITY)

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SECURITY

OVERVIEW

TECS II is designed to increase the access security of the system and database using the latest technology. The use of "signon" and "signoff" procedures restrict the physical access to only those users known to the system. Access levels defined in the User Profile Record (UPR) further restrict the user to only those functions for which he has authorization. The System Control Officers (SCOs) maintain control over which users are given permission to access the system through their control over the UPRs.

USER RESPONSIBILITY

In general, each user is wholly responsible for maintaining the security of the TECS II database. As with the original TECS database, access to the TECS II database is permitted on a need-to-know basis only. Casual browsing in the database is not only unauthorized but is also illegal as stated in the following excerpt from Public Law 98-473 found in a memo received from the Director, Security Management Division, Office of Internal Affairs.

Unauthorized use of Government ADP, word processing, and telecommunications systems (whether or not personal gain is achieved) is illegal. Such activity is prohibited by the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, Public Law 98-473, October 12, 1984. All employees and contractor personnel should be aware that if a system or file is audited and found being used for personal or unauthorized use, the responsible individual may be subject to appropriate disciplinary actions (i.e., administrative action and/or criminal prosecution). Such action would be taken in accordance with Public Law 98-473, and other appropriate laws, rules, and regulations, including applicable collective bargaining agreement provisions.

Title 18 of the United States Code, Section 1030, provides for specific penalties associated with violation of Public Law 98-473. A person found guilty of violating certain sections of this Act can be fined up to \$100,000.00 and imprisoned for up to 20 years, or both.

In addition, any employee who is aware of, or suspects, any infraction of this nature, is required to report their suspicions to the Assistant Commissioner, Office of Internal Affairs, or the appropriate Regional Director, Internal Affairs, pursuant to Section 51735.2 Paragraphs J and K of the Customs Policies and Procedures Manual.

It is important that each user understand that he/she is responsible for all transactions that are executed from a "TECS II" terminal that has been signed on with his/her User Id and Password. Periodic audits of System Audit Trails will be executed by the Office of Internal Affairs. The System Audit Trails contain a complete record of all input and output data, and show the relationship between the user/terminal and the data. Therefore, if a user permits anyone, other than him/herself to use his/her User Id that user will be the person held liable for any misuse/compromise of the system and its databases.

PHYSICAL SECURITY

With the advent of the Consolidated Network and TECS II the physical security requirements for terminals and printers must be addressed in light of Customs Management philosophy of moving toward a single terminal environment. Through the Network the same terminal might be able to access TECS II, ACS, and Administrative Systems. Therefore, there are no special considerations for "TECS II" terminals.

The Software Security that is designed into TECS II is adequate to permit any Customs Officer to use any terminal available to obtain necessary data. The only physical restrictions currently considered are those that are placed on any user during access to the TECS II database. Those restrictions include, but are not limited to the following:

1. Users are not required to use or store terminals or printers in a secure location. However, the terminals/printers should be located so as to prevent observation of output by the public and non-authorized personnel.
2. All TECS II primary terminals should be signed off of the system when the Inspector concludes his/her turn at the primary inspection station.
3. Any Customs terminal, used for Secondary access to TECS II, should be signed off of the system at the end of the users session, and any associated printer should be cleared of any output.
4. All printed output should be stored and used in a manner preventing access by unauthorized personnel. Also, all printed output must be destroyed by shredding when no longer needed.
5. As with all government equipment, TECS II terminals and printers should be sufficiently secured to prevent theft or damage.

SOFTWARE SECURITY

A Software Security package, external to the TECS II system establishes the initial validation of each TECS II user. Once the user satisfies the external security package, TECS II then authenticates the individual user from data found in the user's UPR. The UPR also restricts each user to a subset of the total universe of TECS II functions.

Access to the system is authorized by a limited number of SCOs who create and maintain the UPRs in the system database. Only users with a successfully completed full-field background investigation will be given UPRs.

Before a terminal is connected to the TECS II applications within the body of the system, an individual must provide positive identification through a signon and password that are uniquely associated with each TECS II user. The use of the signon places the responsibility for data security on the individual without regard to the location of the terminal where the data is displayed. A user, with a valid TECS II signon and password, is able to use any terminal connected to the network as long as he/she takes prudent care not to permit observation of the data displayed.

Access to the TECS II system is controlled by the System Access Control Facility (SACF), which requires a user to enter an identification number and a valid password. Passwords must be changed upon initial sign-on and must be changed every 90 days thereafter. The password must be at least 5 characters in length and cannot exceed 8 characters; it must not resemble the password being changed; it cannot contain double characters, i.e., bb, cc, 22, ect.; or restricted words (users name, day of week or month of year).

After a user has satisfactorily signed on to the system, TECS II authenticates the user from information contained in his or her user profile record (UPR). The UPR also restricts users to a subset of the total universe of TECS II functions.

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INSERT INDEX III (ACCESS TO TECSII)

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ACCESS TO TECS II

OVERVIEW

Access to TECS II is controlled in three ways, through definition of User ID's, UPRs and Terminals to Security:

1. Your USER ID must be defined to the system security package that resides outside of TECS II. This security package controls access to all of Customs Computers. Your System Control Officer (SCO) is responsible for ensuring that you are defined to this security package. The System Security staff is available to assist, where necessary with access problems such as sign-on, passwords, suspensions, etc. These are discussed in more detail under the heading of Security within this section of the manual. System Security can be reached on FTS 566-7924 or Commercial (703) 644-5200, or if you are dialing through FTS dial (202) 644-5200.

2. You must be defined to TECS II. This must be entered by your SCO who will establish a User Profile Record (UPR) for you. Your UPR defines what access authority you have in TECS II.

3. Each terminal used to access TECS II must be defined to TECS II. This information is used to identify which Custom Office the terminal belongs to. It also associates an NCIC ORI with the terminal and defines the office or site location for distribution of reports. If you receive the message "NOT DEFINED TO TECS II", you or your SCO should contact the Law Enforcement Systems Division, (FTS 566-7924 or Commercial (703) 644-5200) to have your terminal defined to TECS II.

SIGN-ON

The TECS II system may be accessed from any TECS II designated terminal, as well as from a "pre-programed" PC. There are two methods of accessing TECS II from the PC. You may go directly into TECS II by pressing both "Shift" keys simultaneously, which will produce the VTAM Screen discussed below; and you may access TECS II through the Narrative Transfer program called "tecsii". The advantages of using the "tecsii" access are discussed in detail under the Narrative Transfer portion within this section. If you use the "tecsii" access, you will enter the characters "tecsii" at the C>: prompt on your PC, and press ENTER. If this is done, you will skip over the VTAM banner and go directly to the WELCOME TO TECS II screen, also discussed below. From that point forward the TECS II Sign-on process is identical. If you did not enter the TECS II system through the "tecsii" access, sign-on procedures are the same as described below. There are, however, slight differences associated with signing-on as a group

at airport and landborder secondary locations or from a landborder primary terminal. These differences are discussed separately following the basic sign-on procedures.

THE VTAM SCREEN

The very first screen that you will see, is the system-wide VTAM screen as shown below.

```
-----  
(VTCNEW05)                                NETWORK ID: S9910A29  
OFFICE OF DATA SYSTEMS U.S. CUSTOMS  
WARNING: ANY UNAUTHORIZED ATTEMPT TO ACCESS THIS SYSTEM AND ITS  
DATA WILL BE PROSECUTED ACCORDING TO LAW.
```

tecs

////////////////////////////////////

PLEASE READ THIS SCREEN VERY CAREFULLY !

If for any reason you have problems with your terminal, or accessing TECS II, and you require assistance from the Law Enforcement Data Center, you will be asked for your terminal ID. This terminal ID is displayed on the VTAM screen in the upper right-hand corner. It is the eight character ID following the words "NETWORK ID:".

The cursor will be located in the upper left-hand corner, just below the last line of displayed text. This is where you will begin your sign-on by typing the word "tecs". Once that has been input, press the ENTER Key.

If you should misspell "tecs" the system will generate the following message, "XXXX COMMAND UNRECOGNIZED". Simply re-enter "tecs" and press the ENTER Key.

When keyed correctly, the system will notify you that it has accepted the data by flashing the message, (only for a second or two), "COMMAND ACCEPTED" on the screen. The system will then clear the screen and display the "WELCOME TO TECS II" Screen, with TECS II displayed largely across the middle as shown below.

 WELCOME TO TECS II ---- PLEASE DEPRESS THE CLEAR KEY 16:54:19
 THEN TYPE 'TECS' AND DEPRESS THE ENTER KEY

TTTTTTTTT	EEEEEEEEEE	CCCCCCC	SSSSSSS		IIIIII	IIIIII
TTTTTTTTT	EEEEEEEEEE	CCCCCCCCC	SSSSSSSSS		IIIIII	IIIIII
TT TTT TT	EEE	CCC CCC	SSS SSS		I II I	I II I
TTT	EEE	CCC	SSS		II	II
TTT	EEEEEEEEEE	CCC	SSSSSSSS	====	II	II
TTT	EEEEEEEEEE	CCC	SSSSSSSS	====	II	II
TTT	EEE	CCC	SSS		II	II
TTT	EEE	CCC CCC	SSS SSS		I II I	I II I
TTTTT	EEEEEEEEEE	CCCCCCCCC	SSSSSSSSS		IIIIII	IIIIII
TTTTT	EEEEEEEEEE	CCCCCCC	SSSSSSS		IIIIII	IIIIII

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Be sure to read this screen, as it contains instructions for moving onto the next screen;

- Press the CLEAR key

this will give you a totally blank screen where you then;

- Type "tecs" and
- Press the ENTER key.

If a message "INVALID TRANSACTION IDENTIFICATION - PLEASE RE-SUBMIT" appears, instead of the TECS II SIGN-ON Screen, type "tecs" again and press the ENTER key.

Once the ENTER key is pressed, the TECS II MAIN SYSTEM SIGN-ON Screen appears as follows:

TECS II MAIN SYSTEM SIGNON

ENTER 9 DIGIT CODE: _____

ENTER PASSWORD:

ENTER NEW PASSWORD:

PRESS <CLEAR> KEY TO TERMINATE SIGNON ATTEMPT

/\

Type your nine digit TECS User ID into the field marked "ENTER 9 DIGIT CODE". The 9 digit code should be typed without the dashes or any other special characters. The cursor will automatically advance to the ENTER PASSWORD Field.

If this is the first time you are signing onto TECS II, the ENTER PASSWORD Field is where you will enter your pre-assigned password. Contact SCO for your pre-assigned password. After you have entered the pre-assigned password, you are required to change this password. To do this, press the TAB key (not the ENTER key) to move to the NEW PASSWORD Field. At the NEW PASSWORD Field, enter a Password that meets the following requirements:

- (1) The password may not be similar to your last password (if applicable).
- (2) It may not resemble restricted words such as your name (first or last) days of the week, or months of the year.
- (3) It must be between 5 and 8 characters in length.
- (4) It may not have any repeated contiguous letters (i.e. no AACDE, but you can use CADED).
- (5) It may not be the same as any of the last three passwords that you have used.
- (6) It may only contain alpha/numeric characters.

Once you have entered your "new" password, press the ENTER key to proceed.

After pressing the ENTER key the screen will display the following message at the bottom :

"NEW PASSWORD ENTERED, RE-KEY AND PRESS ENTER TO CONFIRM OR LEAVE BLANK AND PRESS ENTER TO IGNORE NEW PASSWORD"

At this point, you have three options available to you:

- (1) Re-key the new password, to confirm it for the system, (simply re-enter the identical password the cursor will re-position itself for a second attempt).
- (2) Leave blank if you did not intend to change your password.
- (3) Press the CLEAR key to terminate the sign-on attempt, entirely.

If you decide to re-key the new password, and a mistake is made, the following message will display at the bottom of the screen:

"RE-KEYED NEW PASSWORD DID NOT MATCH, TRY AGAIN AND PRESS ENTER, OR LEAVE BLANK AND PRESS ENTER TO IGNORE NEW PASSWORD"

You should attempt to re-key the password. If this is not your first time signing on to TECS II, and you have already changed your pre-assigned password to one that uniquely identifies you, you need only enter your ID into the ENTER PASSWORD field and press ENTER.

If you fail to enter a new password when first attempting to access TECS II, the system will notify you that your password has expired and you will be required to enter a new password.

CHANGING PASSWORDS:

To change your password, you will follow the same procedures as described for your first sign-on.

You may change your password at your own will; however, it may not be changed more than once in a calendar day. The process and requirements are the same as those described above.

At the bottom of the SECONDARY REFERRAL LIST there will be two prompts "ENTER GROUP ID" and "ENTER PASSWORD". In order to select a referral from the list, or perform any of the other transactions allowed from this screen, you must enter your two character GROUP-ID (which can be obtained from your System Control Officer (SCO), and then your normal password. All transactions are tagged to an individual until returned to the Secondary Referral List. At that time, another Group-ID and Password must be entered even if it's the same individual who performed the last transaction.

In order to SIGN-OFF from the Group Sign-on, press PF15. You can sign-on under an individual user-id if necessary to perform any other transaction not allowed under group sign-on.

If you mis-key your password twice, on the Secondary Referral List when you are signed-on under GROUP sign-on, you will be instructed on the screen to press PF15 to log-off and start over. This is done to prevent the terminal from being disabled by the security system. Check with Security if you have forgotten your password.

LANDBORDER PRIMARY SIGN-ON AND SIGNOFF

Make sure that you have logged onto TEC II at least once at a secondary terminal in order to change your initially assigned password. This cannot be done at a Landborder Primary terminal.

After the terminal is turned on, and the VTAM banner appears, type "TECS" then press the spacebar. You will receive one of the following messages "ENTER USER ID" or "WELCOME TO U.S. CUSTOMS SERVICE". If you get the "WELCOME...." message, type in "TECS" and press the spacebar. If you get the "ENTER USER ID", enter your 9 digit user ID and press the spacebar. If you have you have correctly entered your USER-ID you will receive the prompt "ENTER PASSWORD". Enter your normal password and press the spacebar. The system will respond "LOGGED ON".

* NOTE: On the primary terminals there are no ENTER keys, the spacebar will serve the same function. On the current terminals, passwords are displayed to the screen; so be careful that others don't see it.

You may now begin making queries. If the message "LOGGED ON" is scrolling, it will stop when you type the first character of the state code field for your first query.

When you leave the primary terminal, be sure to sign-off. Type LOGOFF, then press the spacebar. You will receive the message "SIGN-OFF IS COMPLETE.....".

Once the Sign-on Screen has been successfully completed, the TECS II MAIN MENU screen will appear with only those options that are available to you according to your UPR. A sample screen is shown below.

CODE	DESCRIPTION
AT	ATF OPERATIONS
CM	CASE MANAGEMENT
GQ	GENERAL QUERY
IL	INTELLIGENCE ANALYSIS
IO	INSPECTION OPERATIONS
MI	MANAGEMENT INFORMATION
MS	SUBJECT RECORD MAINTENANCE
NN	NCIC/NLETS
SA	SUPERVISORY APPROVAL
SQ	SUBJECT QUERY
SS	SYSTEMS SUPPORT
TR	TRAINING

(PF10=EMAIL)

Screens will be customized depending upon your defined type of authorization. You can enter each option listed on the screen by typing the access code in the "CODE" field and pressing the ENTER key.

* NOTE 2: Users should pay special attention to the two highlighted messages on the MAIN MENU screen. Users should, on a regular or periodic basis press PF10 to check for Mail messages. Pressing PF2 from the Main Menu will display daily information on system changes, or other important information.

If your sign-on was not successful, one or several of the following conditions are possible:

- "NO USER PROFILE RECORD ASSIGNED, SEE YOUR SUPERVISOR", this means that you are not a valid TECS II user and your System Control Officer (SCO) must register you as a valid TECS II user. Press the CLEAR key to exit the sign-on and return to the "Office of Data System U.S. CUSTOMS" Screen (VTAM).
- "XXXXXX ACCESSOR ID XXXXX NOT DEFINED TO SECURITY", If this message appears after entering your sign-on ID and password, it will quickly return to the sign-on screen with the message "INVALID SIGN-ON ATTEMPT". This means that either you entered your User ID incorrectly or else security has not yet approved your ID for TECS II access. You may re-enter Your ID and password or contact your supervisor (SCO), as appropriate.
- XXXXXX USE OF ACCESSOR ID IS SUSPENDED", this means your TECS ID has been suspended. You must then call the Office of Data System Security staff. They can be reached at FTS 566-8617, Commercial (703) 644-5200, (ask for System Security staff). You should tell the system security person that you have been suspended from TECS II and then provide them with your User ID. Security will ask you for some information to verify your identity. Once security has verified this information, your User ID can be reactivated and, if necessary a new password assigned.
- "YOU ARE NOT A VALID TECS TERMINAL", this means that the terminal which you are trying to use has not been identified as an authorized TECS II terminal. You should notify your supervisor or SCO.
- "XXXXXX YOUR ACCESSOR ID IS ALREADY IN USE ON TERMINAL XXXX", you should return to the terminal indicated and sign-off. If you cannot find that terminal, you should call the Office of Data Systems, System Security Staff at FTS 566-8617, or Commercial (703) 644-5200 (ask for System Security Staff). You should request the system security person to sign you off the terminal. You must give him your User ID and the terminal ID indicated by the "XXXXXX" on the message.
- "XXXXXX PASSWORD IS INVALID", this message means that the nine digit TECS II User ID is valid, but that the password is not. The TECS II display will quickly return to the TECS II Sign-on screen, where you may then reenter your TECS ID and password, or you may press the CLEAR key to return to the "Office of Data System U.S. Customs...." screen.

SIGN-OFF

When you wish to exit the system, if not currently on the Main Menu, press the "PF3" key to return to the Main Menu . In the "CODE" field, type "OFF" and press ENTER. This notifies the system that you want to leave TECS II and returns you to the original VTAM Screen.

SYSTEM ATTRIBUTES

TECS II attributes are those features that assist you when using the system. These features; HELP Facility, STANDARD PF Keys, ERROR Messages, NARRATIVE TRANSFERRING, and eMAIL make using TECS II easier, and more efficient. All but Narrative Transfer are available in each application of the system. Narrative Transfer is available in those applications which deal with the creation of source documents (i.e., MOIR, Case Management, and Intelligence). The following is a discussion of each attribute.

HELP FACILITY

There are many instances when you will need information about a particular screen and/or its fields. To do this, press either the PF1 key for Screen Help, or PF2 for Field Help. Screen help (PF1) text provides instructions for using the screen that you were on when the PF1 key was pressed. The information contained in Screen Help varies in detail and length and may contain several pages of text. When this is the case, you will be required to use the PF1-NEXT PAGE key, for viewing additional pages.

* NOTE: The PF1-NEXT PAGE key is only applicable in the HELP Mode. The key is used alone and enables you to move throughout the pages of information, quickly and easily.

Field Help (PF2) is similar to Screen Help, only more specific. To use Field Help, place the cursor on the field in question, then press the PF2 key to receive text about that field. The TAB key moves the cursor from field-to-field until the desired field is reached, then you need only press PF2 to receive pertinent information about that particular field.

For example, a user might need additional information about the field TECS RECORD ID. Place the cursor on that field, press PF2, and read about that field, learning that it is a 14 character code that identifies a unique database record, and consist of the following format: PYYNNNNNNDDASS. The Help text would also include special details about entering the data for that field, if any, or anything else that might assist you. When you have viewed all the necessary text, press the ENTER key to return to the screen of origination.

STANDARD PF KEYS

There are Standard Function Keys assigned to the TECS II System. The most commonly used function keys are PF1 through PF10, while PF11 through PF24 are reserved for specific functions within specific applications. Occasionally, a PF key will have a different function depending upon which application you are in. You should always check the bottom of your displayed screen to determine which function the PF key is performing for your particular application. The following describes the function and procedures used for each key.

- PF1-HELP The Help function saves/holds the data displayed on the screen, then displays the "general" help function associated with that screen (the screen from which the HELP was evoked).
- Once invoked, to return to the screen from which it was called, the USER follows the direction at the bottom of the HELP screen.
- PF2-FLD HELP The field Help function saves/holds the data displayed on the screen, then displays the help text associated with the specific field in which the cursor was placed when the PF2 key was pressed.
- To return to the screen from which HELP was called, the user follows the directions at the bottom of the Help screen.
- PF3-MAIN MENU Depression of the PF3 key will take the user back to the TECS II Main Menu.
- PF4-PREV MENU (Referred to as Return to Source/Subject on the Linkage Type Selection Menu). Depression of the PF4 key will take the user to the last menu that was accessed prior to the function they are currently performing.
- PF5-RESTORE This key is used to clear data input prior to processing. If the Operator had input several fields of data and discovered that several fields of information were incorrect, they can clear the screen and reenter the data from the beginning. The PF5 key will clear all inputs, and re-display the screen ready to accept the new inputs. Depression of this key will reinstate a screen to the status of that

screen prior to the last depression of the ENTER key. Note, that each time the ENTER key is pressed, the PF5 key will only reinstate the last processed information.

PF7-PREV PAGE

(Also referred to as Previous Screen in some applications). Depression of this key will take the user to the previous page. The previous page will vary depending upon where the user is when the PF7 key is pressed.

PF8-NEXT PAGE

(Also referred to as Next Screen). Depression of this key will take the user to the next page. The next page will vary depending upon which screen they are on at the time PF8 is invoked. NOTE: If the user is on the last screen of the subject input document, depression of the PF8 key will not move to another screen; the cursor will move to the first input field of the same page. The user will be required to select another option such as the PF11-NEXT SUBJECT.

*Note: Some applications will display the message "NO PREVIOUS PAGE" or "NO NEXT PAGE" when none exist.

PF10-eMAIL

This key takes the user out of TECS II and into the eMAIL application. This application allows a user to view, create or send messages. It is displayed on the Main Menu.

PF10-LINKAGES

Depression of this key allows the user to go directly to the Linkage Screen from the Subject Query screens and the Subject Query Matches Screen.

PF11-NEXT SUBJECT

Depression of this key causes the Subject Query screen to appear for the next subject identified on the List Subjects screen.

PF12-ADD RECORD

Upon completion of a subject query screen, the system searches the appropriate database for possible matches. If no matches are found, the system prompts the user to press the PF12 key to add a record.

PF12-QUERY MATCH

This key acts as a toggle switch between the subject query matches screen and the various subject input screens. It allows the user to return to the Query Matches Screen to select another subject for viewing or to mark a subject for modification or possible linking.

PF13-FIRST SUB-RECORD OR NEXT SUB-RECORD

While in the process of viewing or modifying a subject, the user may wish to review a subrecord for possible matches or for use as a template to create their own agency record. Depression of the PF13 key allows the user to view each subrecord associated with the base record.

PF14-RETURN TO SOURCE/DOCUMENT

Depression of the PF14 key will return the user to the source document from which they entered the linking process. This key is available for the List/Subject screen to allow the user to change his mind if he really did not want to perform linkages.

PF20-FREE TEXT

This key is used when creating the summary/synopsis and additional narrative portions of various reports. It allows the user to utilize WordPerfect, a word processing application. (Refer to the following section - NARRATIVE TRANSFER for details on the PF20 function).

**PF23-BRS TEXT
RETRIEVAL**

This key is used to allow searches of specified databases for words or combinations of words that exist within documents. The system will retrieve the number of documents that contain the word(s) and display all or part of the documents on the screen or via a designated printer.

PF24-CANCEL

The PF24 key is available from any of the subject entry screens and allows the user to change his mind and cancel the creation of that particular subject record.

Depression of this key will take the user to the next subject query screen if another subject had been listed.

Only upon original creation can you use the CANCEL key. If you leave a subject record screen and return through the modify process the PF24 is no longer available.

* NOTE: Depression of a PF key that is not listed on a given screen will produce the error message similar to "INVALID KEY". Make sure you check the bottom of your displayed screen to see which PF keys apply to your application.

ERROR MESSAGES

Errors within TECS II may occur as a result of several user actions:

- o improper input (invalid data)
- o omission of required data
- o depression of the wrong function key
- o invalid syntax (alpha/numeric)
- o invalid codes (state, country, etc.)

If a field is in error, that field will be highlighted and the error message(s) will display on lines 22 through 24 of the TECS II screens. Up to 5 error messages may be displayed at one time with 2 messages on lines 22 & 23 and one on line 24. Line 24 at any time may be overlaid with an immediate notice. When error messages are displayed, you can immediately move the cursor to the location of the erroneous information and correct the problem and hit the ENTER key to delete/clear the message from the screen. Only upon correction of an error and the depression of the ENTER key, will the system be notified that an error has been corrected. This can be done after correction of each error (if more than one is listed), or you may make all corrections before depressing the ENTER key.

There are error messages associated with each option on the TECS II MAIN MENU and each Sub-menu. These messages along with "HELP", assist you in correcting an error, understanding why an error occurred, and can also notify you of dangerous situations (e.g. Armed & Dangerous).

Error Notification is similar to Error Messages, in that they also will appear highlighted on the bottom of the screens. However they may not require any action other than pressing the ENTER key to clear the notification. Unlike Error Messages,

Error Notifications only notify you of an error in a very general manner. For example, the notification - "INVALID INPUT", is a very general statement, but still notifies you that something is wrong.

The following pages list in generic form the most commonly displayed Error Messages found throughout the TECS II system. These messages are supplied, along with an explanation of why the error occurred, and how to correct the situation. Keep in mind that the errors shown may not constitute every possible error you may receive during processing. You should watch the bottom of the screen displayed to ensure that no errors occurred. Most error messages are self-explanatory:

- "UNAUTHORIZED SUBSYSTEM ACCESS. TRY AGAIN"
Invalid entry or no entry in main menu screen.
Reenter correctly.
- "INVALID TRANSACTION IDENTIFICATION - PLEASE RESUBMIT"
Incorrect entry to Subsystem Menu. Reenter correct four character "code".
- "PLEASE SELECT CHOICE BY ENTERING "X"
Either no entry or entry other than "X". Reenter "X" into field of choice.
- "INTERNAL DATABASE PROBLEM"
Self explanatory. Inform the system administrator.
- "INVALID PF KEY"
Invalid PF key was pressed. Clear and press authorized PF key only.
- "INVALID SELECTION"
A character other than an "X" was entered or an "X" was entered before a blank field. Enter valid selection.
- "FIELDS MUST BE NUMERIC"
Only numbers may be entered. Reenter data.
- "INVALID CASE NUMBER"
Self explanatory. Reenter correct number.
- "INVALID SELECTION CODE ENTERED"
Self explanatory. Reenter one of the valid codes offered.
- "EITHER ENTER A NUMBER OR AN -X-"
Self explanatory. Reenter a correct choice.

"NOT A VALID NUMBER"; "PLEASE ENTER A NUMBER"

You have entered a number that is not an option on the menu. Reenter a valid number.

"INVALID OWNER ID, USER ID"

The system does not recognize the owner's ID as a valid user ID. Double check your input for typos and reenter.

"_____ IS MANDATORY"

_____ represents the specific field name. This message informs you that mandatory fields must be completed. Input the requested information and reprocess.

"INVALID DATE"

The date entered does not pass the edit criteria. Check the format (MMDDYY).

"INVALID TIME"

The time entered does not pass the edit criteria. Must be in Military (24-hour, HHMM) format.

"INVALID INPUT"

Input data does not meet field criteria. Check the format/data of your input.

"INVALID NAME"

Invalid Last, First, and Middle Name Messages. The only legitimate non-alphabetic characters permitted in the name fields are the hyphen (-), apostrophe ('), and a blank ().

"INVALID MONTH"

A valid month includes 01-12. Make sure the format is MMDDYY.

"INVALID DAY"

A valid day includes 01-31. Make sure the format is MMDDYY.

"INVALID YEAR"

The year field must be 00-99; however this field is not edited for a range. If 97 is entered for the year (011597) the system will assume you mean 1897. Make sure the format is MMDDYY.

Should you receive any of the following messages, your User Profile Record (UPR) may require attention. Contact your local SCO.

"ERRORS WITH UPXR RECORD" (your UPR for External Agencies)
"UNAUTHORIZED TERMINAL"
"UNAUTHORIZED ALTERNATE TERMINAL"
"DESTINATION ENTRY NOT AUTHORIZED TO RECEIVE ADMINISTRATIVE
MESSAGES"
"YOU DO NOT HAVE THE AUTHORITY TO ..."
"NOT AUTHORIZED TO"

NARRATIVE TRANSFER (From WYSE PCs to TECS II mainframe)

* NOTE: To avoid confusion in this section of the User's Manual, the term TECS II refers to the new Treasury Enforcement Communication System that is on the mainframe computer at Newington, Virginia. The term "tecsii" will denote the computer program that allows the WYSE PC to access the mainframe computer and upload narrative from WordPerfect files.

The direct entry of narrative text into a TECS II source document on the mainframe is possible, but difficult, because of the lack of basic word processing capabilities provided on the mainframe computer, such as word-wrap and full screen editing. To ease this problem, TECS II has included an aid in the submission of narrative portions of enforcement documents. At present, only the WYSE PC has this, however FDS computers (3B series and the Pyramid) should have it in the near future. In the meantime, all FDS locations should have at least one WYSE PC available to transfer report narratives. IBM 3270 "dumb" terminals (Harris, TELEX, and Raytheon) do not have this capability.

The narrative transfer process is contained on the "tecsii" install diskette that was sent to all WYSE PC locations. Instructions for using that diskette were distributed with the diskette, and are duplicated here under the section entitled Installation.

To use this feature you must first have a basic knowledge of WordPerfect, a flexible word processing package that is already installed on all WYSE PCs sent to the field. Instruction for WordPerfect are included in your PC documentation. You will then prepare the narrative portion of the source document in WordPerfect.

Narrative transfer is designed to work for each of the following source documents:

- o Search Arrest Seizure Report (CF-151)
- o MOIR (CF-4621)
- o ROI (CF-23)
- o Intelligence Report/Alert
- o Intelligence Analysis (CF-320)
- o Intelligence Study

Others may be included as the need requires.

PROCEDURES FOR ACCESSING TECS II THROUGH "tecsii"

In order to use the Narrative Transfer capabilities, you must enter TECS II through the "tecsii" system. To use the "tecsii" access, enter the characters "tecsii" at the C>: prompt on your PC and press ENTER. If this is done, you will skip over the VTAM banner and go directly to the WELCOME TO TECS II screen discussed in the SIGN-ON portion of the section. After sign-on is complete and you are in your source document the procedures for entering or modifying narrative for all of the source documents listed above is the same. On the Summary or Synopsis screen, the person entering the report presses the PF-20 FREE TEXT key to call up the "upload narrative" process from the WYSE PC. Depending on whether you are entering documentation for the first time or modifying existing narrative, the "tecsii" process presents a series of menus that will step you through each procedure.

NARRATIVE FORMAT

All TECS II source documents have a one page summary screen of text followed by (up to) 999 screens of additional narrative. (The ROI summary screen is called the Synopsis). Each TECS II application's display screen can accept up to 15 lines of text. Upper/lower or mixed cases are allowed. There is only one summary screen for each document, and it is mandatory that it be filled in. Since this screen can only accept a maximum of 15 lines, it is important that you keep the length of the summary narrative to this length. If you go over 15 lines, the summary spills over to the first page of the "additional narrative" part of the document, and the formatted report plus summary can no longer be printed on a single sheet of standard size paper. On the other hand, if the summary is very short and the additional narrative portion starts within 15 lines of the start of the summary, then the beginning of the narrative will show up as part of the summary. In this situation you are encourage to insert enough carriage returns to keep the summary page 15 lines long.

ENTERING NARRATIVE FOR THE FIRST TIME

After all of the formatted screens have been filled out for any TECS II source document, the Summary or Synopsis screen is displayed. Note, that narrative can be typed directly into the document from the keyboard at this point, but it would be restricted to the minimal word processing features of the mainframe computer. To use the narrative transfer, or "tecsii" process, press the PF20-FREE TEXT key (on the WYSE this is ALT + F10). You should get Screen 1 of the upload menu as shown below. If not, check to see if the PF20 key option is displayed on the bottom of the screen, and if not, you are not on the Summary or Synopsis screen, or you forgot to enter TECS II through the "tecsii" process and you have to "HOT KEY" (both SHIFT keys or the ALT + SCROLL Lock) back to the process. If neither of these two things work, call the HELP desk.

SCREEN 1

```
-----TECS II UPLOAD MENU-----  
  
      Action Choices  
      =====  
  
      WordPerfect -   Access WordPerfect to create/  
                      edit a file.  
  
      Transmit    -   Transmit an existing WordPerfect  
                      File.  
  
      Directory   -   Change currently accessed  
                      Directory.  
  
      PF1 - HELP                                ESC - ABORT
```

Call WordPerfect to create a file or edit an existing file.

Screen 1 gives you three options, WordPerfect, Transmit and Directory. You may move the cursor by using the UP and Down arrows, press the first letter of the choice you wish: W for WordPerfect, T for Transmit, or D for Directory, and then press the ENTER key to make your choice;

WORDPERFECT. By calling up WordPerfect, the system thinks that you are going to create the narrative right then and there (as opposed to having written it earlier and stored it). After you have written the entire narrative including the summary, you can upload it into the source document in TECS II simply by exiting and saving the file from WordPerfect.....F7, then type Y(es) to save (you must give your narrative a filename when prompted), then type another Y to exit. The uploading then starts, and Screen 2 appears, telling you how many lines of text have been uploaded in increments of 15 lines (which is one screen of data). Screen 2 will appear as follows. The line count will increase as pages are transferred.

SCREEN 2

```

-----FILE UPLOAD PROGRESS-----
                                LINES UPLOADED           15

```

When your narrative has been transferred the system will return to the last page uploaded into the TECS II source document. You have now completed the loading of the narrative into the source document. You may continue to review the document in TECS II, exit the source document entry process, or call up the subject linkage program. The narrative you just typed will be saved on the hard disk of the WYSE PC with the filename and directory you specified for future reference, and will also be saved as part of the source document within the TECS II system.

TRANSMIT. The transmit option is used when the Summary and Additional Narrative portions of a source document were entered and saved in a WordPerfect file prior to the actual creation of the source document within TECS II. For example. A secretary may input the Summary and Narrative portion of a source document into the word processor, but the secretary may not have access to the TECS II system

that allows creation of source documents, hence when the Customs Inspector creates the source document in TECS II, he /she can simply "transmit" the WordPerfect file, already created, into the source document.

To do this, you will again press the PF20 key from the Summary screen to invoke the Narrative Transfer program. When the 1st screen appears, you will select the transmit option. You will then be prompted to identify the file you wish to upload. If you are not sure of the file name, press F2 and a list of all files in the current directory will be superimposed on the screen similar to the one shown below.

SCREEN 3

```

-----TECS II UPLOAD MENU-----

                                Action Choices
                                =====
                                -----
                                INTEL.MAN
                                SUPER.APP
                                QUERY.MAN
                                MIS.MAN
                                SUPER.BK!
                                UPLOAD.BK!
                                UPLOAD.MAN
                                DOWNLOAD.BK!
                                TEMP.MAN
                                DOWNLOAD.DAT
                                -----

-----Get File Name-----
|      File Name      |
PF

```

Call WordPerfect to create a file or edit an existing file.

Select the one you want by placing the cursor on the file then press the ENTER key, this will write the name of the file in the space on the bottom of the screen. If this is the name of the file you want transferred, press the ENTER key again, and the first page will appear, with the question, "Is this the file?". If you press the ENTER key a third time, the file transfer will start and Screen 2 will appear, telling you how many lines of narrative have been sent.

* NOTE: The "F" (Function) keys on the WYSE PC are the identical keys referred to as the "PF" (Program Function) keys in TECS II, that is F2=PF2.

DIRECTORY. The directory option is used to change your file directory on the PC, in order to locate the correct file for uploading/transferring. It operates the same as changing paths and directories on your PC through DOS. The major difference here is that you do not have to leave the "tecsii" program in order to change directories. When you select the directory option, the screen will refresh and display the default drive (in most instances this will be "C:>") at the prompt, you may enter the path and directory you wish to search and/or transfer from. You will use the same syntax as though you were in DOS. Consult your PC DOS manual for details.

Once in the directory containing the file to be transferred, you will proceed either transmitting or editing.

MODIFYING EXISTING NARRATIVE

TECS II source documents can be modified prior to and at the time of approval, including the narrative of any document. To modify text, you must first get to the document you want to modify through the Modify option in the appropriate menu. If you are in the Supervisory Approval transaction, then you are already in the Modify mode. If the change is a small one, you may overwrite or make the change directly on the screen where the modification is to be made... remembering that you cannot add any more characters to the line that is already there without locking up the keyboard.

If the changes are more extensive, or if text is being added to narrative already there, then the "tecsii" program should be used. As in entering narrative for the first time, you must first get to the Summary or Synopsis page, where the PF20 key should appear at the bottom. When you press PF20, a different "tecsii" menu appears as seen on Screen 4 shown below. (If the menu does not appear, go through the steps outlined in the previous section). This time your options are U for Upload, E for Edit and D for Directory. You will see that there is no option that allows for the simple addition of text... you must either upload a new file that includes any changes and additions, or you may download the existing text from the mainframe to a WordPerfect file in the PC and make any addition or correction there, after which you transmit the file back up to the TECS II document in the mainframe.

SCREEN 4

-----TECS II DOWNLOAD MENU-----

Action Choices

=====

Upload -	Ignore current text and perform standard upload.
Edit -	Download existing text for editing and subsequent uploading.
Directory -	Change currently accessed Directory.

PF~ HELP

ESC - ABORT

Erase current text on HOST and upload a new narrative.

UPLOAD. This option assumes that you will be transmitting a new file from the PC to TECS II, which in the process will wipe out anything you originally had in the summary/narrative of the report. This option is used when you add material to (or change) a file already in the PC and then want to re-upload the new file. When you press "U", you will get a new file to upload (W), or to transmit an existing file you created earlier (T). Just follow the instruction in the WordPerfect section above.

EDIT. By using this option the system downloads the existing TECS II narrative from the mainframe into a temporary file on your PC called DOWNLOAD.DAT, and you are immediately put into WordPerfect. Change or add to the narrative as required, then to re-upload the modified file you just changed, just exit and save from WordPerfect as in the WordPerfect Section above. Your modified narrative will still be in the PC as DOWNLOAD.DAT which you can rename or delete at your convenience. (If you do not rename this file and you later download text from another TECS II document to the same directory, it will overwrite this DOWNLOAD.DAT file with the second narrative).

DIRECTORY. This has the same functions as in the previous Directory section.

WYSE PC-286 TECS II INSTALLATION DISKETTE

The referenced diskette will install the programs on your WYSE PC that will allow your PC to become a TECS II terminal, and permit the transfer of WordPerfect text files from the PC to the mainframe when you are entering source documents into TECS II (CF-151,ROI, MOIR, and other Intelligence documents.)

INSTALLATION

1. Insert the floppy diskette in the disk drive of the PC (which is the A: drive). Make sure that you are using the upper slot! Push the knob down over slot.
2. Turn PC on. If PC is already on, "reboot" by pressing the CTRL & ALT & DEL key simultaneously. (There are 2 ALT and CTRL keys each, but only 1 DEL key).
3. Follow instructions on screen, which are, to press any key to start. The PC will beep and hum for 3 or 4 minutes. After the install procedures has ended and the A:> appears on your screen, remove the floppy and save it. If the PC accidentally reboots by itself, the instructions screen will appear again. Abort the program by pressing the CTRL and BREAK key at the same time to stop it from running a second time. Then remove the diskette. Never try to remove the floppy while the PC is "reading" it, which is when the green light over the disk drive is lit or flashing.

Your WYSE PC is now configured as a TECS II terminal. To access TECS II, just type "tecsii" or TECSII at the C:> prompt. If everything is working properly, a banner will appear in a couple of seconds stating that you are now in TECS II. You must first clear this screen by pressing the END key (there are two of them located on the right hand side of the keyboard). Now type in TECS and you should get a new screen requesting your ID and password. At this point enter your User ID and your Password which you should already know and press the ENTER key. (Refer to the section on Sign-on for details). You will finally get the TECS II Main Menu. If you do not get the TECS II Main Menu, or had bombed out earlier, go to PROBLEMS?

To return to your PC after using TECS II, you must first exit TECS II by typing "OFF" from the MAIN MENU. You will see the "WELCOME TO THE U.S. CUSTOMS SERVICE" banner, which means that you are signed off from TECS II. Use the "HOT KEYS", to get back

to the PC mode. "HOT KEYS" are the two SHIFT keys pressed at the same time, or the ALT & SCROLL LOCK together. You will now be back in the PC mode to do whatever you want. To get back to TECS II, again enter "tecsii" at the C:> prompt.

After experimenting with this program for a while, you will note that you can "HOT KEY" back into TECS II, without entering "tecsii". While this is a valid way to access TECS II, it will not allow the PF20-FREE TEXT key to work when entering source document text from the PC to the mainframe.

PROBLEMS ???

If you have any problems regarding any part of this diskette or installation, contact your local or Regional System Control Officer (SCO), or the TECS II Transition "War Room" at FTS 566-8617, or Commercial (703) 566-8617. State that you are having problems with the "PC CXI" installation diskette. Please try to be as specific as possible when calling, and we will attempt to solve your problem ASAP.

*NOTE: The diskette program assumes that you want to use the final "production" version of TECS II. If you want to get into the "training" version, you must type in at the C:> prompt, SET TECSAPPL=TECSTRN. You must do this before you enter the "tecsii" command. (If you are an experienced PC user, you can add this command to your AUTOEXEC.BAT file to make the change permanent.)

eMAIL

There are many features and peculiarities of eMAIL and the intent is not to discuss them all. Presented here are some of the basic concepts and commands. Consult the separate eMAIL documentation for more detailed information.

The TECS II project uses eMAIL in two ways: interactively and programmatically. In simplest terms, the former refers to mail created by an individual user and the latter to those messages generated by the system itself. Interactive use could include writing an office notice for staff members, for example. The system-generated mail in TECS II is triggered by other programs automatically. An example of that, is the mail sent to a record owner for Hit Notification.

GETTING INTO eMAIL

The process for getting into eMAIL is fast and simple: merely press PF10 from the Main Menu (and it's always listed as a

function-key option at the bottom of the screen, so it doesn't even have to be memorized). Each TECS II user will have an eMAIL account (also called "mailbox") and this is where he'll be placed whenever he enters eMAIL (i.e., he will not have to log-on with any user-name nor enter any kind of password). Since this is based on the original sign-on information, it is impossible for any user to directly enter anyone else's eMAIL account.

UNDERSTANDING YOUR MAILBOX STRUCTURE AND eMAIL BASICS

Consider your account to be the electronic equivalent of your physical office. In your own office you probably have an inbox, an outbox, a work area, a bulletin board for important staff reminders, organizational charts, and a file cabinet. Your eMAIL account provides each of these as well, called INBOX, OUTBOX, CREATE, BULLETIN, NETWORK and FOLDER.

eMAIL is a menu-driven software package with online Help. Menu items are selected by moving the cursor to the indicated position, typing an X, and pressing ENTER. Most menu options can also be performed directly by issuing commands on the top line (called the command line) and most can be abbreviated to two or three characters (e.g., IN for INBOX). Specific help is available for many commands by typing Help followed by the command name (e.g., HELP INBOX) and pressing ENTER.

The most basic operations you'll be performing will be to read incoming mail, send mail, file important messages, and discard unneeded mail. To make processing easier, you might also want to set up certain defaults for your own account, but that is not a requirement in order to use eMAIL. The most useful commands follow this discussion under the heading "OVERVIEW OF BASIC eMAIL COMMANDS".

Retention Periods: Each message in eMAIL has a pre-established retention period. The default retention period for interactive uses is three days while most of the system-generated messages (i.e., those sent from the "eMAIL SYSTEM" mailbox) have a 30-day retention period. What this means is that once a piece of mail is viewed, if the user does nothing else with it, it will disappear after three days. (Messages that have not been viewed will continue to stay on the system forever, as will those that require a reply or acknowledgement. Retention periods only pertain to mail that could otherwise be removed by the user.) Each user can also file a piece of mail for longer than three days. He does this by moving the cursor to the retention period field and overtyping the desired number of days. If a user wants the mail to be kept permanently, he may type the word "perm" in that field.

Setting PF Keys: Each PF key is already set up in eMAIL to perform a given function. These may be seen by typing the SET PFKEYS command. Furthermore, any of these may be changed by a user if he wants to set up the keys to do his own most frequently used commands. The user simply needs to issue the SET PFKEYS command, move the cursor to the desired PF key, and overtype any command he wants. For example, a user might want to set it up so that PF1 equals "HELP". If he did that, from then on whenever he uses eMAIL, his pressing PF1 would give him the eMAIL help screen.

The "eMAIL SYSTEM" mailbox: There are approximately 32 types of mail messages being generated automatically by various TECS II programs. Some of these are Notification of Unread Mail, Subject Query Notification, and Source Document Approval. Each of these automatic messages is sent through eMAIL from a mailbox called "eMAIL SYSTEM". Since this does not belong to any individual user, no mail should ever be sent to this mailbox. This includes issuing a "REPLY" command and then "RETURN DIRECT" command. DO NOT do this in response to mail sent to you by the eMAIL SYSTEM mailbox. If you need assistance, send a mail message to USCS1MAIL ADMINISTRATOR.

Sending mail: Remember that you may send mail to any eMAIL user by using any name eMAIL recognizes. For TECS II users, the system understands a name consisting of Employee ID Number and Last Name. In most case, users have an ALIAS (which corresponds to their real first name and middle initial), and in those instances, eMAIL also recognizes a name consisting of the ALIAS plus the Last Name. You may find any user's name by issuing the NETWORK USERS command and performing a FIND COMMAND. (See the paragraph on NETWORK USERS, THE FIND COMMAND, AND NETWORK ATTRIBUTES.) Once you know his Employee ID number OR his ALIAS, you may send mail to him.

Example: a network user listing might show this:

```
ANDERSON 123456789
  ALIAS->  MARY E
```

You may then send mail by issuing either of these two commands: SEND TO 123456789 ANDERSON or SEND TO MARY E ANDERSON. Just remember to use whatever is actually shown. If there is no period or space or hyphen in the name you see, even though you think there ought to be, don't use one in your command. And of course, you can also set up your own personal network, making the user's name even more understandable (and short) for you. (See the paragraph on SET NETWORK.)

NETWORK ATTRIBUTES

A NETWORK ATTRIBUTE is a characteristic assigned to individual users, such as "Inspector" and there is no limit to the number of attributes each user may have.

TECS II will use ATTRIBUTES to reflect the organizational hierarchy, and certain functions, and locations. This will enable the programs, as well as interactive users, to communicate with whatever subset of users is desired, such as all C3I Stations. For exact NETWORK and ATTRIBUTE names, issue the NETWORK ATTRIBUTE command and VIEW any entry you desire.

PERSONAL NETWORKS

The main use of Network ATTRIBUTES is to define common groups through the eMAIL system Interface programs, however interactive users may use them as well. Users will more likely wish to construct their own groups since their distribution needs might be different and/or more specialized than the System's needs. The eMAIL system provides a powerful and easy-to-use facility for creating personal networks for this purpose. Its most useful feature is the ability to designate short, personally meaningful names to frequent individual correspondents and to establish personal groups that may use other personal network names, network user names, or NETWORK GROUPS.

For example, if it's common practice for you to send mail to the network user defined as 530238765 Zakovwciexyennewski and don't always want to have to type (or remember) that name, you could specify in your personal network that Zak corresponds to him. Thereafter, any time you wanted to refer to this user (e.g., in sending mail, setting him up as a surrogate, using him in other groups), you could simply use Zak and the system would accept it. Similarly, your personal network could designate a member called "Technical Staff" which consisted of several key individuals whom you always want to include in certain memos. Any time you referenced "Technical Staff," the System would know all the users involved.

TECS II eMAIL NAME FORMAT

eMAIL requires that each valid user be defined by a first name and a last name. It also allows an ALIAS to be defined which may be substituted for the first name on send-commands and other commands. The bothersome limitation, however, is that the first name/last name combination and the alias/last name combination be unique in the system.

In view of these constraints, it has been decided that the eMAIL names in TECS II will adhere to the following format: the 'first name' will be the employee ID number, the 'last name' will be the employee's actual last name, and the 'alias' will be the user's actual first name and middle name from the UPR. The use of the employee ID number ensures uniqueness in the first/last name combination. However, it is very likely that there will be some duplicates in alias/last name combinations, such as John J. Smith (since most UPR records only contain a middle initial even though there is ample room for a full middle name). For these cases only, the alias will be modified to include the user's site ID as well as his first and middle names. Not only will this satisfy the uniqueness issue, it will help distinguish between same-named individuals.

eMAIL provides several powerful search commands to assist you in locating the network-recognized name for a given user. You can search on first name, last name, alias, or any desired text string (helpful in the event you are uncertain about the exact spelling). Should you locate someone whose network name is too difficult to remember (perhaps because of the duplicate problem or an unusual spelling), you can easily enter him into your personal network with an easy-to-remember nickname.

READING, WRITING, DELIVERING, AND REMOVING MAIL

MENU: eMAIL's main menu appears automatically at logon or can be retrieved at any time by issuing the MENU command. It offers command options as well as some specifics about your account, such as the number of messages in your inbox and outbox. From any eMAIL menu you may perform the listed commands by either moving the cursor to the appropriate spot, typing an X and pressing ENTER, OR by remaining on the command line, typing the command itself (or its abbreviation), and pressing ENTER.

INBOX: All incoming mail is found in your inbox and listed with its subject, sender, and other helpful information, such as whether it's been viewed yet or whether a reply is requested.

OUTBOX: This contains mail that has been sent and lists similar information as does the inbox listing.

VIEW: Most commands that yield a numbered list can be further dissected using the VIEW <n> command. This is most useful after issuing the NETWORK GROUPS, NETWORK ATTRIBUTES, INBOX, OUTBOX, FOLDER, OR FOLDER <foldername> commands.

CREATE: Enter this command to get a 'writing tablet' for constructing mail. The length of each line is determined by your scale line and carriage return. Paragraphing is accomplished by

typing your NL (new line) character. Both of these are adjustable by the SET PROFILE command. (Actual formatting will not take place until after typing your text). When finished typing, press ENTER twice and the cursor returns to the command line. Type SEND or SEND TO <recipient> in the command line, press TAB twice to type in a subject, and press ENTER.

SEND: Entering this command with a specified recipient will immediately send the message to the designated individual, group, attribute, etc. Entering this command alone will yield a screen on which you can respond to various send options. The cursor will be placed ready to type the first recipient's name and can be moved around the screen with the TAB key. Some of the options include designating a priority level, specifying that the message be sent as a carbon and requesting a reply or acknowledgement. When all options have been selected to your desire, move the cursor to SEND COMPLETE, type an X, and press ENTER. This screen is mostly useful when wanting to require replies or send a message to more than one recipient.

SEND TO <attribute>: This command sends the mail to everyone in the network with the specified attribute. Attributes can also be combined in an 'OR' manner or an 'AND' manner. When attributes are separated by commas (e.g., SEND TO PROGRAMMER, CPA), either condition can apply to satisfy the criteria (in this example, all programmers and all CPAs will receive the mail). When attributes are used in nested parentheses (e.g., SEND TO PROGRAMMER (CPA)), both conditions have to be met to satisfy the criteria (in this example, only programmers who are also CPAs will get the mail).

SEND TO <recipient> ON <when?>: the addition of the ON operator (with parameters) causes the mail in question to be held in PENDING until the delivery time/date/day. For example, you can create a message on Monday and specify for it to be sent to a given recipient on Wednesday. It will not appear in your own outbox until it is actually sent, but its status can be checked in the meantime by issuing the PENDING command. Similarly, it will not appear in the recipient's inbox until the proper time period.

REPLY: This command functions much like CREATE, but specifies that the message being created is to be a reply to a previously existing message. View a message from your inbox and issue REPLY. The screen will split; the current message will appear on the top of the screen and you'll be in create-mode on the bottom half of the screen. Use the RETURN command to send the reply.

RETURN: This must be issued while viewing a REPLY you've created and it yields a return-prompt screen with various options similar to the send-prompt screen. To complete the return, check the RETURN COMPLETE box at the bottom of the screen and press ENTER. To send the reply without using the return-prompt screen, issue the command RETURN DIRECT.

F, B, RIGHT, LEFT, TOP, BOTTOM: These commands are used for paging through long or wide lists/messages and represent, respectively, going forward, going backward, scrolling right, scrolling left, starting at the beginning, or going to the end. In most cases, when unseen text exists, the word MORE followed by an arrow or dots appears highlighted on the screen to help you know when to use these.

FOLDER: This operation lists all personal folders. Your account starts with only the folder TEMP. Once something is discarded, the folder FILE13 is automatically created. New folders can be created in two ways: issuing the SET FOLDER command and answering its prompts or overtyping the TEMP folder designation when it appears in your mail. (Overtyping is much easier). Organize the mail you want to keep into various descriptively named FOLDERS.

REMOVE: From most numbered lists that you own (e.g., OUTBOX, INBOX, list of your surrogates), any item can be deleted by entering the command REMOVE <n>. To remove several numbered items at once, the commands REMOVE <n1,n2,n3,...nn> and REMOVE <n1-nn> can be used for non-sequential lists and ranges, respectively. Mail that is REMOVED gets taken from where it was and put in your trash folder (default name is FILE13). When you put mail in your trash folder by overtyping its current folder with FILE13, a copy also stays where it was. Messages removed from FILE13 are permanently discarded. Using "REMOVE VIEWED" will delete all INBOX or OUTBOX messages which have been viewed.

OFF: Enter this on any command line to exit eMAIL.

NETWORK USERS, THE "FIND" COMMAND AND NETWORK ATTRIBUTES

NETWORK USERS: This command yields the list of all users on the network (including their network aliases, if any). To find a specific name, the most global command is FIND /<searchstring>/ NAME CONTAINS. This results in redisplaying the list of users starting with the first hit on the search string. To find subsequent occurrences of the same string, just enter FIND. (There are also commands for searching specific FIRST, LAST, and ALIAS names with delimiters of BEGIN and CONTAINS, but the above command will provide more general use when you're not exactly certain of a user's network name. Consult "HELP FIND" for more information on formats). You may view the user's entry to determine what groups and/or attributes he is associated with.

NETWORK ATTRIBUTES: Issue this command to get a listing of all network-defined attributes. For each item on the list, the attribute name and a brief description thereof will be provided. You may also use the FIND command with this listing. You may also issue "VIEW N" where "N" is the number on a list attribute, to see who belongs to it.

ATTRIBUTES <user>: This command will list all attributes pertaining to a specified user. The command ATTRIBUTES <n> can also be issued after a NETWORK USERS command, where <n> is the number from the list corresponding to the desired user.

SETTING YOUR OWN SPECIAL OPTIONS

SET PROFILE eMAIL: You can modify default settings with the Set Profile command. You might want to specify a new line (NL) character other than the default back-slash, to change the WIDE TEXT OPTION for viewing to WRAP (rather than TRUNCATE), and possibly to rename your trash folder from FILE 13 to something more meaningful.

SET NETWORK: This allows you to set up your own personal network. After issuing the command, use the TAB key to place the cursor after ENTER NAME TO BE ADDED OR CHANGED and type the appropriate name. Press ENTER and another screen will be displayed where you can type as many names as you want. (You may use individuals as well as groups). For example, you might want to establish a personal group called "mygroup" that consists of an individual ("John Smith"), another personal group ("myteam"), and a network group ("accounting"). Then, whenever sending mail to "mygroup", John Smith and everyone in "myteam" and "accounting" would get the mail.

USING SURROGATES

SET SURROGATE: Issue this command to establish surrogates for your account. Upon entering it, you'll be prompted to ENTER SURROGATE NAME. Type a valid user name (personal network names are accepted) and press ENTER. A screen will appear with default values for the new surrogate. Press ENTER to accept default values for your surrogate or identify certain FOLDERS you want excluded, if any.

SHOW SURROGATE: This command yields a listing of all accounts for which you are a surrogate, how many total messages and replies are in each and how many messages are unviewed.

SWITCH TO <?>: When <?> is a principal (you are his surrogate), this puts you into his account and you can perform any function he has authorized. When <?> is ME, this returns you from being in a principal's account to your own. When <?> is NEXT, you can step through each account listed after issuing the SHOW SURROGATE command. You can also switch to another account after issuing the SHOW SURROGATE command and checking off the desired name under the SWITCH column.

*NOTE: Refer to the following screens as reference to the above mentioned processes.

MENU

DELIM;
MENU

SYSTEM FUNCTIONS

```
CREATE      ( )      NETWORK      ( )
INBOX      ( )      SET            ( )
OUTBOX     ( )      OFF            ( )
FOLDER     ( )      PENDING       ( )
HELP       ( )      SHOW           ( )
```

```

MESSAGES IN YOUR INBOX: 3      MESSAGES IN YOUR OUTBOX: 9
REPLIES IN YOUR INBOX: 3      REPLIES IN YOUR OUTBOX: 2
UNVIEWED INBOX MESSAGES: 1

```

DDMMYY

~~~~~

## INBOX

DELIM;  
INBOX

TOTAL MESSAGE: 6      REPLIES: 3

NEW MAIL: FROM/SUBJECT      VIEW PRINT ACK REPLY DEADLINE

1       eMAIL TEST  
                DON'T READ THIS  
2       JOHN JOHNSON                     Y  
                USE OF NCIC DATA  
3       DIANA DOWNEY                    Y  
                RESPONSES TO REPLIES  
                BY: DONNA LEIBER

REPLIES: SUBJECT/FROM VIEW PRINT ACK REPLY DEADLINE

|     |                        |   |
|-----|------------------------|---|
| 4   | INSERT UNRESOLVED      |   |
| 4.1 | DAVID AUSTIN           | Y |
| 5   | eMAIL PRINTER QUESTION |   |
| 5.1 | DIANA DOWNEY           | Y |
| 6.  | RETENTION PERIODS      |   |
| 6.1 | DIANA DOWNEY           | Y |

CREATE MODE

DELIM &  
EDIT  
SUBJECT: CREATED 06/30/82 10:30  
FOLDER: TEMP SECURITY LEVEL: 1 RETENTION PERIOD:3  
NL \ TAB c NP % TLM < CEN @ IND & 5 JUST NO FIRST 5 LAST 55  
<...+...2...+...3...+...4...+...5...+...6...+...7...>...8 001/01

## OUTBOX

| TOTAL MESSAGES:11 |                        | DELIM;<br>OUTBOX |                    |
|-------------------|------------------------|------------------|--------------------|
| MAIL:             | SUBJECT/TO             | VIEW PRINT ACK   | REPLY DEADLINE     |
| 1                 | eMAIL PRINTER QUESTION |                  |                    |
| 1.1               | DIANA DOWNEY           | Y                | Y                  |
| 2                 | RETENTION PERIODS      |                  |                    |
| 2.1               | DIANA DOWNEY           | Y                | Y                  |
| 3                 | DEADLINE TEST REAL     |                  |                    |
| 3.1               | eMAIL TEST             | Y                | REQ 06/26/87 23:59 |
| 4                 | MEMORY                 |                  |                    |
| 4.1               | ROBERT ARMSTRONG       | Y                | Y                  |
| 4.2               | GERRY ASCHENBRENNER    | Y                |                    |
| 4.3               | DAVID AUSTIN           | Y                |                    |
| 4.4               | WARD BRAATEN           | Y                |                    |
| 4.5               | DIANA DOWNEY           | Y                |                    |
| 4.6               | HAROLD HEDRICK         | Y                |                    |
| 4.7               | DIANA KNITTLE          |                  |                    |
| 4.8               | ROD MACDONALD          | Y                |                    |
| 4.9               | PETE SORANDO           | Y                |                    |



-----  
NETWORK ATTRIBUTES

| ATTRIBUTES                  | DESCRIPTION              | DELIM;<br>NETWORK |
|-----------------------------|--------------------------|-------------------|
| 1 ADMINISTRATIVE            | ADMINISTRATIVE           |                   |
| 2 AIRPORT PERSON            |                          |                   |
| 3 APPLICATIONS              | APPLICATIONS             |                   |
| 4 BOATERS                   |                          |                   |
| 5 DATABASES                 | DATA BASE                |                   |
| 6 DATACENTER PERSON         | DATACENTER PERSON        |                   |
| 7 DBA                       |                          |                   |
| 8 DESIGNER                  | DESIGNER                 |                   |
| 9 DISTRICT PERSON           | DISTRICT PERSON          |                   |
| 10 FUNCTIONAL RQMNTS PERSON | FUNCTIONAL RQMNTS PERSON |                   |
| 12 HEADQUARTERS PERSON      | HEADQUARTERS PERSON      |                   |
| 13 LAND BORDER PERSON       |                          |                   |
| 14 MANAGER                  | MANAGER                  |                   |
| 15 PORT PERSON              | PORT PERSON              |                   |
| 16 PROGRAMMER               | PROGRAMMER               |                   |
| 17 QA                       | QUALITY ASSURANCE        |                   |
| 18 REGION PERSON            | REGION PERSON            |                   |

MORE...

-----  
ATTRIBUTES <USER>

|  | DELIM;<br>NETWORK |
|--|-------------------|
|--|-------------------|

ATTRIBUTES FOR: MACDONALD, ROD

1>FUNCTIONAL RQMNTS PERSON  
2>HEADQUARTERS PERSON  
3>MANAGER





---

 SWITCHING TO ANOTHER MAILBOX  
 FROM "SHOW SURROGATE"

GERRY ASCHENBRENNER

DELIM;  
SHOW

| PRINCIPAL NAME:           | TOTAL<br>MESSAGES: | REPLIES: | UNVIEWED<br>MESSAGES: | SWITCH: |
|---------------------------|--------------------|----------|-----------------------|---------|
| 1 USCS1MAIL ADMINISTRATOR | 10                 | 0        | 0                     | (X)     |
| 2 eMAIL TEST              | 5                  | 0        | 1                     | ( )     |
| 3 FIRST USER              | 1                  | 0        | 1                     | ( )     |
| 4 FOURTH USER             | 0                  | 0        | 0                     | ( )     |
| 5 SECOND USER             | 1                  | 0        | 1                     | ( )     |
| 6 THIRD USER              | 0                  | 0        | 0                     | ( )     |

---



---

 ACTING AS SURROGATE
DELIM;  
MENU

## SYSTEM FUNCTIONS

|          |     |         |     |
|----------|-----|---------|-----|
| CREATE   | ( ) | NETWORK | ( ) |
| INBOX    | ( ) | SET     | ( ) |
| OUTBOX   | ( ) | OFF     | ( ) |
| FOLDER   | ( ) | PENDING | ( ) |
| HELP     | ( ) | SHOW    | ( ) |
| BULLETIN | ( ) |         |     |

MESSAGES IN YOUR INBOX: 10

REPLIES IN YOUR OUTBOX: 2

SUNDAY, JULY 19, 1987

ACTING AS SURROGATE FOR USCS1MAIL ADMINISTRATOR



DELIM &  
SEND

```
SEND COMPLETE ( )          DISPLAY ALL NAMES ( )
```

DELIM &  
INBOX

[illegible]

---

 FOLDERS

| FOLDER      | DESCRIPTION | MESSAGES | LAST ACTIVITY | DELIM &<br>FOLDER | RETENT |
|-------------|-------------|----------|---------------|-------------------|--------|
| 1*TEMP      |             | 0        | 01/25/82      |                   | 20     |
| 2 FILE13    |             | 1        | 06/29/82      |                   | 10     |
| 3 EXERCISES |             | 1        | 06/29/82      |                   | 30     |

---

 VIEW 3

| FOLDER:   | DESCRIPTION: | RETENT: | DELIM &<br>FOLDER |
|-----------|--------------|---------|-------------------|
| EXERCISES |              | 30      |                   |

| SUBJECT/FROM     | LAST ACCESSED  | RETENT |
|------------------|----------------|--------|
| 1 COMPUTER COSTS | 07/01/82 16:38 | 3      |

---

 HELP

 DELIM;  
HELP

THE FOLLOWING COMMANDS ARE VALID IN THIS MODE  
 ENTER "HELP COMMAND-NAME" FOR MORE INFORMATION

|            |         |          |        |
|------------|---------|----------|--------|
| ATTRIBUTES | FIND    | NETWORK  | SELECT |
| B          | FOLDER  | OFF      | SEND   |
| BOTTOM     | FORWARD | OUTBOX   | SET    |
| BROADCAST  | GOBACK  | PENDING  | SHOW   |
| BULLETIN   | GROUPS  | PRINT    | SWITCH |
| CALENDAR   | HELP    | RECALL   | SYSTEM |
| CREATE     | HOLD    | REMIND   | TIME   |
| DISREGARD  | INBOX   | REMOVE   | TOP    |
| EDATE      | LINE    | SAVE     | VIEW   |
| F          | MENU    | SCHEDULE | VOUCH  |

ENTER RESUME COMMAND TO RETURN TO PREVIOUS DISPLAY,  
 OR ENTER A COMMAND





INSERT INDEX IV (ATF OPERATIONS)

1

2

3

4

TECS II

USER'S MANUAL

AT - ALCOHOL, TOBACCO, AND FIREARMS

THIS SECTION WILL BE DELIVERED WITHIN THE MARCH 1988 TIMEFRAME

AT - 1



INSERT INDEX V (CASE MANAGEMENT)

1

2

3

## CM - CASE MANAGEMENT

## OVERVIEW

The Case Management Module serves Customs field and headquarter investigative units through the establishment of investigative cases for agent and investigator case work. It also deals with the status/judicial process or tracking and statistical reporting.

Each Investigative Office creates their own case record with unique case numbers. These cases can be of two types: original cases or collateral cases based on referrals from other offices.

Each case reported will require the entry of a case record to "open" the case. This record will then serve as a "folder" which will contain all the documents and references pertaining to that particular case.

The Case Management Module consists of 13 different functional components grouped into four primary submenu screens:

- I. CASE MAINTENANCE
  - o OPEN CASES (CM09)
  - o AUTHORIZE CASES (CM26) supv. only
  - o MODIFY CASES (CM11)
- II. ENTER HOURS & STATISTICS
  - o ENTER CASE STATISTICS (CM16)
  - o ADD CASE HOURS (CM01)
  - o AUTHORIZE CASE STATISTICS (CM85) supv. only
  - o AUTHORIZE CASE HOURS (CM25) supv. only
- III. ENTER CASE REPORTS
  - o REPORTS OF INVESTIGATIONS (CM40)
  - o SEARCH ARREST SEIZURE CF151 (IOAA)
- IV. RETRIEVE CASE DATA
  - o SINGLE CASE STATUS (CM30)
  - o MULTIPLE CASE STATISTICS (CM38)
  - o CASE FOLDER (CM54)
  - o CASE HOURS REPORTS (CM53)

The number in parenthesis is used to access that transaction directly from any TECS II menu using the CODE field.

\* NOTE: The following information is provided to assist you in the transition from TECS to TECS II. These procedures are temporary and will not be redistributed for future updates.

CONVERTED CAS-5 CASE RECORDS

Thousands of CAS-5 case records, hours and statistics have been converted from existing data. To update them in the TECS II environment, certain steps must be taken:

1. CASE OWNER SHIP MUST BE CONFIRMED. Before a CAS-5 record can be modified, the owner (case agent) must be from the same office to which the case is assigned, e.g., if the case is a San Antonio case, the case agent must currently be working in the San Antonio office before TECS II will allow him (or his supervisor or SCO) to modify the case. If the case agent has been transferred to another office since the last CAS-5 update of his San Antonio cases he must get into TECS II from his new office and change ownership of each of his old SA cases to another agent working in San Antonio. He does this by changing the User ID of the case officer to a valid San Antonio agent.
2. CASE TITLE MUST BE ADDED. Note that all of your CAS-5 cases have the title "CAS-5 CONVERTED RECORD". This is because CAS-5 had no case titles. To add these case titles, if you are the owner (case agent), owners supervisor or SCO, go to CASE MODIFY (CM11) and simply overwrite in the case title field.
3. UPDATE OTHER FIELDS. After you have changed the case title, you may add or change other fields, e.g., CASE SUMMARY, GROUP, PROJECT, ENVIRONMENT, SPECIAL EQUIPMENT, etc. Exit the Case Modify transaction ... make sure that you update the changes with PF16. Your CAS-5 record is now updated in TECS II.

TEMPORARY CASE ENTRY PROCEDURES

Until all Office of Enforcement Officers are fully operational within TECS II and all CAS-5 records have been successfully converted to TECS II, the case entry procedures as described in the User's Manual are temporarily modified to the following:

TO ENTER A CASE. Enter the CASE ENTRY MODE using CM09 as usual, and the standard case screen will be seen. The computer edits in the CASE NUMBER, CASE STATUS and STATUS DATE have been relaxed to allow the following:

1. Enter the complete case number as obtained from your local case number logs. The case sequence number must be the actual number, e.g., 037 (not 000 as specified in the manual now). The system will do some basic edits on office and source codes. Previous fiscal year case openings (e.g., FY87) are allowed.



2. Open the case by typing OPEN over the UNOPEN currently shown. This will officially open the case transactions once PF16 is pressed later. The AUTHORIZED CASE (CM26) does not work during this temporary period.
3. Enter the case opening date in the STATUS DATE. Any date is allowed for the temporary period.
4. Enter the remaining part of the case as normal and press PF16 to enter the case.

Use these procedures for entering cases until notified differently. At that time the TECS II case numbering system will be turned back on and will be initialized with the last case number entered in the system.

#### CM - CASE MANAGEMENT

To access the TECS II SUBSYSTEM FOR CASE MANAGEMENT screen, sign on to TECS II and enter 'CM' (Case Management) in the CODE field of the TECS II MAIN MENU.

If you are authorized to access the CM CASE MANAGEMENT module and you do not see it on your MAIN MENU, see your System Control Officer (SCO).

```
-----
                                TECS II MAIN SYSTEM MENU
04:34

                                CODE          DESCRIPTION
                                CM            CASE MANAGEMENT

CODE: CM  KEYID:
PRESS PF10 TO CHECK FOR UNVIEWED EMAIL MESSAGES

PRESS PF2 TO VIEW DAILY NEWS
(PF1=HELP)                                     (PF10=EMAIL)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
```

Press ENTER and the TECS II SUBSYSTEM FOR CASE MANAGEMENT screen is displayed as follows:

CM79 CASE MAINTENANCE  
CM81 ENTER HOURS & STATS  
CM83 ENTER CASE REPORTS

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The cursor will be repositioned at the CODE field to enter the correct value.

The TECS II SUBSYSTEM FOR CASE MANAGEMENT screen will be referenced throughout this section since it is the MAIN MENU for the Case Management function.

#### CM78 CASE MAINTENANCE (SUPV)

Case Maintenance maintains data on case records. Select CASE MAINTENANCE by entering 'CM78' on the TECS II SUBSYSTEM FOR CASE MANAGEMENT screen or from the TECS II MAIN MENU. The CASE MAINTENANCE MENU appears as follows:

```
-----  
04:15          TECS II CASE MAINTENANCE MENU      063087 T2MC78  
                                                    T2PC78
```

- 1 OPEN CASES (CM09)
- 2 MODIFY CASES (CM11)
- 3 AUTHORIZE CASES (CM26)

ENTER CHOICE: 1

```
(PF1 = HELP)      (PF3 = MAIN MENU)      (PF4 = PREV MENU)  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

If you are not a supervisor, option "3 AUTHORIZE CASES"; will not appear.

## 1 - OPEN CASES

To open a case, select the OPEN CASES option by typing in a '1' in the ENTER CHOICE field and press the ENTER key. The TECS II INVESTIGATIVE CASE RECORD is displayed as shown below:

```
-----
05:15      TECS II INVESTIGATIVE CASE RECORD      082087 T2MC0901
                                                    T2PC09

CASE NUMBER:*          STATUS: UNOPEN  STATUS DATE: 011788
CASE OFFICER:* 123456789 SMITH, RONALD, M
CASE SUPERVR: 987654321 JONES, REGINALD, Q
CASE OFFICE:  CH  OI-CHICAGO, IL          RGN: NC NORTH CENTRAL
TELEPHONE NUMBER: 2274554      ORGANIZATION: TC10901000
ORIG OFFICER: _____
ORIG SUPERVR: _____
ORIG OFFICE: _____ RGN: _____
TELEPHONE NUMBER: _____ ORGANIZATION: _____
CATEGORY: _____ SUB-CATEGORY CODE: _____
SOURCE: _____ PROJECT: _____
GROUP: _____ CLASS*: _____ SIGNIFICANT*: _____ ORGANIZED CRIME*: _____
ENVIRONMENT*: _____ UNDRCLR: _____ SPECIAL EQUIP: _____
CASE TITLE*: _____
SUMMARY: _____ ACCEPTED FOR PROSECUTION (Y N): _____

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF5=RESTORE)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

```

The system will go out to the UPR (User Profile Record) of the person entering the case and enter the pertinent information into the appropriate fields. If you are entering this case for another person, enter their USER ID in one Case Officer field.

The cursor is positioned at the first field position of CASE NUMBER. Enter all the information pertaining to the new case that you wish to open.

A valid case number consists of:

```

position 1 -2 = Case Location Office Code (C)
position 3 -4 = Case Category Code (N)
position 5 = Case Sub-Category Code (C)
position 6 = Source Code (C)
position 7 = Fiscal Year (N)
position 8 -9 = Originating Office Code (C)
position 10 -12 = Case Sequence Number (N)

```

When entering a case for the first time, and it is not yet approved, always enter 000 for case sequence number. The computer will automatically enter the correct sequence number upon case approval.

\* NOTES: By entering a case number, you automatically define other fields later, e.g., category/subcategory and source. In addition, if you stipulate the subcategory "A" in the case, the class will be defined as "pre", indication a preliminary, or informal case.

For Air Units, the case number is defined as above except for position 1-2 (case location office code) the local OE office must be entered, and for position 8-9 your Air Office Code. (E.g., for San Antonio Air Case, the number would be SA13CR87\_002).

#### MANDATORY FIELDS

\* NOTE: All fields marked by an asterisk (\*) are MANDATORY. Should you fail to fill in any of these fields, an error message will appear, and the cursor is positioned on the first missing field for data entry.

If you try to enter an incorrect number or value, the system will reject it and give you an error message. Use PF2-FIELD HELP, for information related to the specific fields.

After correction of any of the error(s), the TECS II INVESTIGATIVE CASE RECORD screen is again displayed with the following message:

'TO ADD RECORD, PRESS PF16'

Press the PF16 Key to ADD the record to the database and make the case assignment record available for supervisory approval.

If you do NOT want to create a record from the current screen input, you must:

- o Press PF3 (MAIN MENU) or PF4 (PREV MENU) to abort the process, or
- o Modify the existing data on the screen before adding the record

\* NOTE: All cases entered automatically have an access code of 3-OE assigned.

When you wish to open a case against another case that originated elsewhere, first enter your LOCAL OFFICE CODE and then, the CORE NUMBER of the ORIGINAL CASE on the investigative case record screen in the case number field. You are now entering a COLLATERAL case.

'ORIGINATING CASE DOES NOT EXIST'

The HELP keys PF1 and PF2 will give you more detail on the individual transactions and fields.

You may modify certain information in a case record by selecting option 3 on the CASE MAINTENANCE MENU or entering 'CM11' on the TECS II SUBSYSTEM FOR CASE MANAGEMENT screen. The TECS II SPECIFY CASE FOR MODIFICATION screen is then displayed as shown below.

\* NOTE: Only the case officer, the person who originally entered the case, the case officers' supervisor and the case officers' SCO are authorized to modify a case.

[illegible]

NUMBER OF THE CASE YOU WOULD LIKE TO MODIFY: \_\_\_\_\_

SELECT A LIST OF CASES ELIGIBLE FOR MODIFICATION \_\_\_\_\_

(PF1 = HELP)            (PF3 = MAIN MENU)            (PF4=PREVIOUS MENU)

~~~~~

The cursor is positioned at the NUMBER OF CASE YOU WOULD LIKE TO MODIFY field.

If you select a list of cases eligible for modification, only unopen, open and pending cases will be displayed. To modify a closed case (e.g., to re-open it) you must enter the case number on the top line.

The system checks to see if the case number is indeed in the database and whether you are authorized to modify it. Should an invalid case number (Local or Collateral) be entered, the following highlighted error message is displayed:

or

The cursor is then repositioned at the field, NUMBER OF THE CASE YOU WOULD LIKE TO MODIFY, which is also highlighted.

If the case number entered is an UNAPPROVED case, it will have '000' as the last three digits of the case number. If this number is not unique, the TECS II CASE LIST screen is first displayed listing all of the cases that share the entered case number.

THE FOLLOWING IS A LIST OF CASES,
HAVING THE CASE NUMBER:AE09BG8AE000

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)
(P8=NEXT PAGE)
```

/ /

The cursor is positioned at the Selection Column of the first case title listed.

In the event there are more screens to be displayed for the TECS II CASE LIST screen, the PF7 (PREV PAGE) and the PF8 (NEXT PAGE) Keys are available.

Look over the list of titles and select the one which corresponds to the case desired to modify by tabbing to the desired case, placing an 'X' in the Selection Column, and pressing ENTER.

The TECS II MODIFY CASE screen is then displayed.

POSSIBLE ERRORS

Should you make an invalid selection by placing an 'X' in the Selection Column before a blank field, the following highlighted error message is displayed:

'INVALID SELECTION'

The cursor in this instance is repositioned at the Selection Column of the first case title listed.

Also, if you select a case which you are not allowed to modify, the following message is displayed:

'NOT ALLOWED TO MODIFY SELECTED CASE'

At this point, the following options are available:

- o update the Record by pressing PF16,
- o make additional changes,
- o make no modifications, or
- o press the PF3 Key to return to the MAIN MENU and abort all changes.

If no modifications are made to the record and you press ENTER, the following message is displayed:

'NO CHANGES HAVE BEEN MADE TO RECORD'

At any time in the modification process, you may press the PF14 key to obtain a list of cases for which you are eligible to modify. Any changes you made will be aborted unless you first pressed the PF16 key. You may also press PF24 at any time to delete the displayed case.

MODIFY OPEN / PENDING / CLOSED CASE

The process for modifying these cases is essentially the same as presented above for unapproved cases EXCEPT:

- o YOU CANNOT CHANGE THE FOLLOWING:
 - LOCAL OFFICE CODE
 - CATEGORY CODE,
 - SUB-CATEGORY CODE,
 - SOURCE CODE,
 - TITLE,
 - FISCAL YEAR,
 - ORIGINATING OFFICE CODE, and
 - SEQUENCE NUMBER
- o YOU MAY CHANGE:
 - CASE OFFICER ID (ONLY WITHIN OFFICE)
 - PROJECT CODE,
 - GROUP,
 - CLASS (IF SUBCATEGORY NOT = 'A' AND CASE IS NOT A COLLATERAL ONE),
 - SIGNIFICANT,
 - ORGANIZED CRIME,
 - ENVIRONMENT,
 - SPECIAL EQUIPMENT,
 - ACCEPTED FOR PROSECUTION, or
 - SUMMARY

3 - AUTHORIZE CASE (SUPERVISORS ONLY)

From the TECS II CASE MAINTENANCE MENU access the TECS II APPROVE CASE screen by typing in '3' for the AUTHORIZE CASES option. This is only available from access code 'CM78'. The APPROVE CASE screen is then displayed as shown below:

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-----  
04:18                TECS II APPROVE CASE                122587 T2MC2601  
                                                           T2PC26
```

SUPERVISOR ID#:
TO BE ENTERED ONLY IF USER IS ACTING SUPERVISOR

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (ENTER=PROCEED)

////////////////////////////////////

* NOTE: You may be appointed as 'ACTING SUPERVISOR' in the absence of the supervisor by indicating so in his UPR.

The cursor is positioned at the SUPERVISOR ID# field. Press ENTER and proceed to the TECS II APPROVE CASE screen, which lists the cases pending approval you.

If you are an Acting Supervisor (i.e., someone who has been granted temporary supervisory authority in the absence of a legitimate supervisor), you must type in the USER ID of the supervisor you are acting for in the space provided and then press ENTER.

If there are no cases for SUPERVISORY APPROVAL, the following highlighted error message is displayed:

'NO CASES FOR THIS SUPERVISOR'

The cursor is repositioned at the SUPERVISOR ID# field.

CASES REQUIRING AUTHORIZATION FOR SUPERVISOR: JONES, REGINALD Q

_ CASE NUMBER: _____ CASE OFFICER: _____ DATE: _____
 TITLE: _____

```
(PF1=HELP)      (PF3=MAIN MENU)    (PF4=PREV MENU)  
{ 'V' WITH PF6=VIEW CASE}   (PF7=PREVIOUS CASES)  (PF8=NEXT CASES)
```

The cases are displayed with one of the following codes:

U = Unapproved

A = APPROVE (cannot be changed after pressing the ENTER key or any PF key). The sequence number part of the case number is generated and the status is set to open. After a case is approved, it is available to other authorized enforcement users. A message is sent to the case officer informing him of the new sequence number and validating that the case is approved. Approved cases become protected and will be highlighted with the 'A' and the new case number when displayed on this screen.

D = DISAPPROVE (cannot be changed after pressing the ENTER key or any PF key). A message is sent to the case officer informing him that the case has been disapproved. Disapproved cases become protected.

V = VIEW (after entering 'V', you must press the PF6 Key).
This option allows you to display and modify a case.

In the event that there are more than five cases to be displayed for the TECS II APPROVE CASE screen, the PF8 (NEXT PAGE) Key will be presented for use on the first and any subsequent screens. The PF7 (PREVIOUS PAGE) Key will also be displayed. The current page and total number of pages to be displayed is also presented.

To view a case, enter a 'V', then press the PF6 Key; the TECS II INVESTIGATIVE CASE RECORD screen of the selected case is displayed. You may make changes to the displayed case, glance at the case, or view those records linked to the case by pressing the PF12 key.

To return to the TECS II APPROVE CASE screen, press the PF4 Key. The cursor is repositioned at the entry field of the case, selected for viewing. You may also TAB to any of the other cases.

To approve a case, enter an 'A' and press ENTER. If multiple A's are entered, the first case will be completed before proceeding to the next selected case.

Please note that after a case has been approved or disapproved and access information entered, the approval decision of that case CANNOT be changed.

There are now four options available;

- 1) APPROVE another case,
- 2) DISAPPROVE a case,
- 3) VIEW a case, so as to study or modify it, or
- 4) Decide to take no further action and press PF3 to return to the MAIN MENU.

CM81 - ENTER HOUR AND STATISTICS (SUPV)

To report or authorize hours and case statistics, select the ENTER HOURS AND STATISTICS CM81 option on the TECS II SUBSYSTEM FOR CASE MANAGEMENT screen or enter 'CM81' in the Code field on the TECS II MAIN MENU. Press ENTER and the ENTER HOURS AND STATISTICS MENU is displayed as shown below:

```

1      ENTER CASE STATISTICS (CM16)
2      ADD CASE HOURS (CM01)
3      AUTHORIZE HOURS AND STATISTICS (CM25)
4      AUTHORIZE STATISTICS (CM84)

```

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV SCREEN)

1 - ENTER CASE STATISTICS

0415 TECS II VIOLATION STATISTICS RECORD SELECTION 041787 T2MC16
T2PC16

ENTER STATISTICS FOR CASE NUMBER:

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
```

LIST OF CASES FOR ENTERING STATISTICS

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05:36 TECS II SELECT CASE FOR ENTERING STATISTICS 050687 T2MC17
T2PC17
CASE OFFICER ID: 123456789 CASE OFFICER NAME: BROWN , JAMES

CASE NUMBER	STATUS CODE	TITLE
NY07CR8NY044	O	JOSEPH JONES ET AL
NY08CJ7NY036	O	SMITH INDUSTRIES

ENTER AN 'X' NEXT TO DESIRED CASE NUMBER TO LIST SUBJECTS FOR THE CASE.

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV SCREEN) (PF7=PREV PAGE)
(PF8=NEXT PAGE)
```

[illegible]

The Case Officer ID and Name are displayed with the Case Numbers, Status Codes (O=Open, P=Pending) and Titles of those cases belonging to the Case Officer. Closed cases are not provided when option 1 is selected.

The cursor is positioned at the first case listed. Tab to the case of your choice, type in an 'X', and press ENTER. The TECS II SELECT SUBJECTS FOR STATUS RECORDS screen is displayed as shown below:

07:32 TECS II SELECT SUBJECTS FOR STATUS RECORDS 052587 T2MC18
T2PC18

CASE NUMBER: NYO7CR8NY044
CASE TITLE: JOSEPH JONES ET AL

		LAST ENFORCEMNT REPTING PD	LAST SEIZURE/PEN REPTING PD
SUBJECT ID NBR	SUBJECT DESCRIPTION		
P88742411358CNY	JONES, JOSEPH H	1087	1187
P88742411362CNY	JONES, MARTHA P	1087	1187

ENTER AN 'X' NEXT TO DESIRED SUBJECT NUMBER TO INPUT VIOLATION
DATA FOR SUBJECT

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV SCREEN) (PF7=PREV PAGE)
(PF8=NEXT PAGE)

USER'S MANUAL

If no subject records have been entered for the case against which statistics can be posted, an error message will show:

ENTER STATISTICS FOR CASE NUMBER

Tab to any Subject listed on the screen, place an 'X' next to the desired selection, and press ENTER. The TECS II REMARKS ON STATISTICS FOR CASE SUBJECT screen is displayed as shown below:

CASE: NY07CR8NY004 JOSEPH JONES ET AL

SUBJECT: P88742411358CNY JONES, JOSEPH

CASE SUBJECT REMARKS:

ENTER THE REPORTING PERIOD DATE: (MMYY)

ENTER OR REVIEW REMARKS DATA ON SELECTED CASE SUBJECT

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF5=RESTORE)

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As you fill in the various optional fields (e.g., Judicial Dist., US Attorney, Customs Attorney, Case Subject Remarks), tab the cursor to the next blank field until data entry is complete. The "CASE SUBJECT REMARKS" section is for general comments about the subject. These remarks can be added to or changed at any time, but you are limited to the space shown.

1 - ENFORCEMENT VIOLATIONS STATISTICS
(OPTION 1 FOR TECS II REMARKS ON STATISTICS FOR CASE SUBJECT)

08:21 TECS II ENTER ENFORCEMENT VIOLATIONS 120287 T2MC19
T2PC19
CASE NUMBER: NYO7CR8NY004 JOSEPH JONES ET ALL
SUBJECT: P88742411358CNY JONES, JOSEPH
REPORTING PERIOD SELECTED: 1087

[illegible]

ENTER "X" TO REVIEW ALL REPORTING PERIODS OF ENFORCEMENT VIOLATIONS:

(PF1/PF2 = HELP) (PF3=MAIN MENU) (PF4=PREV SCREEN)
(PF7/PF8 = PREV/NEXT PAGE)

The following fields are displayed for output only:

CASE NUMBER
CASE TITLE
SUBJECT ID NUMBER and SUBJECT NAME (Person/Business)
REPORTING PERIOD

The cursor is positioned on the first line of Violation Code.

Now fill in the VIOLATION CODE, STATISTICS TYPE CODE, CATEGORY, SUBCATEGORY, F/M (Felony or Misdemeanor), DATE and COUNT fields, and press ENTER. The same screen is displayed again with the validated data. The violation and statistics descriptions are displayed as well, depending on the codes entered. Press PF2 for specific information relating to individual fields. Note, that the dates of the violations must be within the reporting period on the screen.

A message is displayed indicating that the record has been added to the database with an unapproved status.

"VIOLATION RECORD(S) ADDED TO THE DATABASE."

The cursor is repositioned on the first line of the screen at the VIOLATION CODE field. You now have the following options:

- o continue entering data on a line by line basis (by tabbing to the appropriate line or field),
- o enter more than one line of data at a time,
- o modify data previously entered,
- o return to the MAIN MENU (PF3), or
- o press the PF4 key twice to return to the TECS II SELECT SUBJECTS FOR STATUS RECORDS screen and select another subject for entry of statistical data.

To view (review only) all enforcement violation reporting periods, tab to the REVIEW ALL ENFORCEMENT VIOLATION REPORTING PERIODS field on the TECS II ENTER ENFORCEMENT VIOLATIONS screen (shown on the previous page) and enter an 'X'. Press ENTER and the TECS II REVIEW ENFORCEMENT VIOLATIONS screen is displayed as shown below:

You may now exit the TECS II REVIEW ENFORCEMENT VIOLATIONS screen by pressing the PF4 Key and continue to do so until the TECS II SELECT SUBJECTS FOR STATUS RECORDS screen is again displayed. The cursor is positioned at the first subject listed on the screen. The user may now select another subject for entry of statistical data.

2 - SEIZURE PENALTY VIOLATIONS
(OPTION 2 FOR TECS II REMARKS ON STATISTICS FOR CASE SUBJECT)

To enter and review seizure, penalty violation statistics on a subject, enter a '2' in the space provided on the TECS II REMARKS ON STATISTICS FOR CASE SUBJECT screen. Next fill in the reporting period date and press ENTER. (If no reporting period is entered, the current period is defaulted to the current one). This displays the ENTER SEIZURE, PENALTY VIOLATIONS screen as shown below:

```
-----
09:30      TECS II ENTER SEIZURE, PENALTY VIOLATIONS  051887 T2MC20
                                                    T2PC20
```

```
CASE NUMBER: NYO7CR8NY004 JOSEPH JONES ET AL
SUBJECT: P88742411358CNY JONES, JOSEPH
REPORTING PERIOD SELECTED: 1087
```

```
VIO.      STATISTICS
CODE*     CD*  DESCR  COMM* UM*CAT/SUB* AMT.* VALUE* DATE  151/5955
```

```
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____
```

```
ENTER X TO REVIEW ALL REPORTING PERIODS OF SEIZURE, PENALTY
VIOLATIONS:
NO SEIZURE, PENALTY STATISTIC RECORDS EXISTS FOR THIS REPORTING
PERIOD
```

```
(PF1/PF2=HELP) (PF3=MAIN MENU) (PF4=PREV SCREEN)
(PF7/PF8=PREV /NEXT PAGE)
```

```
\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
```

Enter data into the following fields:

- o VIOLATION CODE
- o STATISTICS CODE
- o COMMODITY
- o UNIT OF MEASURE
- o CATEGORY/SUBCATEGORY
- o AMOUNT
- o DATE

Press ENTER after filling in the information. The same screen is displayed again with the validated data. A message appears indicating that the record has been added to the database with an unapproved status.

The fields on this screen consist of:

- | | |
|---------------------|---|
| VIOLATION CODE | - specific code relating to the law violated |
| STATISTICS CODE | - CAS-5 monetary code indicating a penalty or seizure |
| STATISTICS DESCR | - description of statistics code |
| COMMODITY CODE | - form of the penalty, seizure (e.g. check) |
| UNIT OF MEASUREMENT | - what level the statistic is reported in (e.g. each, dollars, pounds, grams) |
| CAT
to | - enforcement category the statistic relates to |
| SUB | - sub-category of enforcement category |
| AMOUNT | - volume of unit |
| VALUE | - value of amount |
| DATE | - date of penalty, seizure (note-this date must be within the listed reporting period) |
| 151/5955 | - Search Arrest and Seizure (SAS) report number (Note-this number is edited against existing SAS numbers) |

To review the seizure, penalty data, TAB to the REVIEW ALL SEIZURE, PENALTY VIOLATION REPORTING PERIODS field on the ENTER SEIZURE, PENALTY VIOLATIONS screen, enter an 'X' and press ENTER. The TECS II REVIEW SEIZURE, PENALTY VIOLATIONS screen is displayed as shown below:

CASE NUMBER: NY07CR8N7004 JOSEPH JONES ET AL
SUBJECT: P88742411358CNY JONES, JOSEPH
REPORTING PERIOD SELECTED: 1187

PRESS PF8 TO VIEW ADDITIONAL PAGES OF SEIZURE/PENALTY STATS FOR THIS SUBJECT

[illegible]

If there are no additional SEIZURE, PENALTY VIOLATION statistics in the database for the selected record, the following highlighted message will be displayed:

You may now exit the TECS II REVIEW SEIZURE, PENALTY VIOLATIONS screen by pressing the PF4 key and continue to do so until the TECS II SELECT SUBJECTS FOR STATUS RECORDS screen is again displayed. The cursor is positioned at the first subject listed on the screen. You may now select another subject for review.

An agent can report hours against any case in the Customs Service. To report the hours spent on a case enter '2' in the ENTER CHOICE field on the screen. The TECS II CASE HOURS MONTH SELECTION MENU screen is then displayed:

ENTER HOURS SELECTION MONTH YEAR-MMYY:* 1187

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"FUTURE REPORTING PERIOD IN ERROR"

"INVALID MMY INPUT"

CM - 25

# USER'S MANUAL

011888 T2MC02

T2PC02

M.

CURRENT REPORTING PERIOD: 0188

| CASE NUMBER  | S<br>T | C<br>P | CASE TITLE       | TOTAL<br>HOURS | FISCAL<br>YEAR TO DATE |     |     |      | CURRENT MONTH |     |     |     | #<br>IND |
|--------------|--------|--------|------------------|----------------|------------------------|-----|-----|------|---------------|-----|-----|-----|----------|
|              |        |        |                  |                | REG                    | AUO | FEP | TOT  | REG           | AUO | FEP | TOT |          |
| NO13CR8NO040 | N      | O      | RIVER INDUSTRIES | 00000          | 0000                   | 000 | 000 | 0000 | 013           | 012 | 001 | 026 | 01       |
| NO07DJ7NO005 | N      | O      | JIMMY FLETCHER,  | 00000          | 0000                   | 000 | 000 | 0000 | 022           | 004 |     | 026 | 01       |
| NO13CR8NY007 | N      | O      | EAST RIVER IMPOR | 00000          | 0000                   | 000 | 000 | 0000 | 034           | 020 |     | 054 |          |
| IN06AR8IN001 | N      | P      | ILLEGAL EXPORTS  | 00000          | 0000                   | 000 | 000 | 0000 | 005           | 002 |     | 007 |          |

(LAST PAGE) ENTER NEXT CASE

TOTAL HOURS FOR: USER 118 M. 00000 0000 000 000 0000 074 038 001 113

(PF1 = HELP) (PF2 = FLD HELP) (PF3 = MAIN MENU) (PF4 = PREV MENU)  
(PF6 = PLACE CURSOR ON LINE TO SELECT THE CASE TO DISPLAY THE DETAILED HOURS)  
(PF7 = PREV PAGE) (PF8 = NEXT PAGE) (PF16 = INFORMAL CASE NUMBER FOR ENTRY)

The cursor is positioned at the REG Hours field of the current Month of the first case displayed. Only those cases which had an 'OPEN' status in the reporting period selected for which you are either the Case Officer or are shown as a participant in the month previous are displayed.

The "ST" column indicates whether there have been any statistics entered during that reporting period against that case. The "CP" column indicates whether you are an originating officer (O) or a participating officer (P). TOTAL HOURS represents the total number of hours you entered against that case all year.

After the numeric values are entered in the REG Hours field AUO field, FEP field the Number of Indictments fields and/or any of the Current Month fields, press ENTER. The Total Hours, Fiscal Year To Date REG Hours, and Total Hours (on the bottom line) fields will be recalculated.)

If you enter anything but numeric values in the REG Hours Field, the following error message will display:

'FIELD MUST BE NUMERIC'

The cursor is repositioned at the REG Hours field for re-entry of numeric values.



If you TAB to the ENTER NEXT CASE field and enter one of the case numbers which already appears on the screen, the following error message is displayed:

'CASE NUMBER ALREADY REPORTED-CHECK ALL SCREENS'

The cursor is then repositioned at the ENTER NEXT CASE field for re-entry of another case number.

You may not enter hours against a case which has an 'UNOPEN' status. To enter hours against a pending or closed case, you must specify the case in the "ENTER NEXT CASE" field.

If you fail to enter a valid case number, the following error message is displayed and the CASE NUMBER field will be highlighted:

'CASE NOT FOUND'

The cursor is repositioned at the first position of the CASE NUMBER field.

After you have entered the correct values and pressed ENTER, the TECS II CASE HOURS ENTRY screen is displayed with only the valid Case Number and any relevant data. You now have the following options:

- o enter hours for the displayed case, and press ENTER TO return to the complete listing of cases, or
- o press PF3 to return to the MAIN MENU, or
- o press PF4 to return to the Previous Menu.

On the TECS II CASE HOURS ENTRY SCREEN, you may also TAB to the REG field of any case and press the PF6 Key to view the DETAILED BREAKOUT OF HOURS REPORTED ON CASES screen as shown below:

-----  
TECS II DETAILED HOUR BREAKOUT

AGENT: USER 118 , M. CASE: NO13CR8NO040 TITLE:

| -----REPORTING MONTHS FOR FISCAL YEAR----- |      |      |      |      |      |      |      |      |      |      |      |      |      | TOTAL |       |
|--------------------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|
| TYPE                                       | HRS  | 1087 | 1187 | 1287 | 0188 | 0288 | 0388 | 0488 | 0588 | 0688 | 0788 | 0888 | 0988 | TOTAL | ALL   |
| REGULAR                                    | 0000 | 0000 | 0000 | 0013 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0013  | 00013 |
| AUO                                        | 0000 | 0000 | 0000 | 0012 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0012  | 00012 |
| FEPA                                       | 0000 | 0000 | 0000 | 0001 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0001  | 00001 |
| TOTAL                                      | 0000 | 0000 | 0000 | 0026 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0000 | 0026  | 00026 |

FOR ALL AGENTS ASSIGNED TO CASE:

TOTAL 0000 0000 0000 0026 0000 0000 0000 0000 0000 0000 0000 0000 0000 0026 00026

MONTHS IN WHICH STATISTICS REPORTED:

NO NO NO NO NO NO NO NO NO NO NO NO NO

(PF3 = MAIN MENU) (PF4 = PREV SCREEN)

You may now return to the previous menu/screen (PF4) and repeat this process for another case, or return to the MAIN MENU (PF3).

## OFFICE ASSIGNED INFORMAL CASE NUMBERS:

Informal or "on-going" cases will be established for use throughout the fiscal year. These informal cases will remain "open" for the duration of the fiscal year for the capture and reporting of non-investigative and general investigative hours. The office SAC, RAC or RA is the owner of these cases.

From the CASE HOURS ENTRY screen, you may also enter hours against the office assigned informal case number. If you are unsure of the correct informal case number to use, press the PF16 Key to allow access to the TECS II MENU OF INFORMAL CASE CATEGORIES screen as displayed below:

04:18      TECS II INFORMAL CASE NUMBERS CATEGORIES    112987    T2MC76  
T2PC76

TO VIEW THE INFORMAL CASE NUMBERS FOR A CATEGORY,  
PLACE AN X NEXT TO THE DESIRED CATEGORY BELOW:

INVESTIGATIVE CATEGORIES (1-13)  
 CATEGORY 47 - AIR/INTERDICTION  
 CATEGORY 48 - MARINE/INTERDICTION  
 CATEGORY 49 - PORT/INTERDICTION  
 CATEGORY 50 - TRAINING  
 CATEGORY 51 - DETAIL OR TDY  
 CATEGORY 52 - LEAVE/ALL OTHER

(PF1 = HELP) (PF2 = FIELD HELP) (PF3=MAIN MENU)  
(PF4 = PREV SCREEN)

[illegible]

The cursor is positioned at the first category. You may mark your selection by positioning the cursor next to a category, placing an 'X' in the space provided, and pressing ENTER.

The INFORMAL CASE NUMBERS screen for the selected category is then displayed:

|       |         |                       |        |                  |
|-------|---------|-----------------------|--------|------------------|
| 11:58 | TECS II | INFORMAL CASE NUMBERS | 011888 | T2MC77<br>T2PC77 |
|-------|---------|-----------------------|--------|------------------|

PLACE AN X NEXT TO THE CASE NUMBER YOU WISH TO ENTER HOURS AGAINST AND  
PRESS ENTER

```

IN01AR8IN001 CLASSIFICATION & MARKET VALUE DEVELOP & SCREENING ACTIVITIES
IN02AR8IN001 CURRENCY DEVELOPMENT AND SCREENING ACTIVITIES
IN03AR8IN001 MUNITIONS CONTROL DEVELOPMENT AND SCREENING ACTIVITIES
IN04AR8IN001 THEFT, LOSS, DAMAGE & SHORTAGE DEVELOP & SCREENING ACTIVITY
IN05AR8IN001 CRIMINAL, ALL OTHER - DEVELOPMENT AND SCREENING ACTIVITIES
IN06AR8IN001 ILLEGAL EXPORTS DEVELOPMENT AND SCREENING ACTIVITIES
IN07AR8IN001 SMUGGLING DEVELOPMENT AND SCREENING ACTIVITIES
IN08AR8IN001 FRAUD DEVELOPMENT AND SCREENING ACTIVITIES
IN09AR8IN001 FOREIGN & DOMESTIC COOPERATION DEVELOP & SCREENING ACTIVITY
IN10AR8IN001 BROKER LICENSES DEVELOPMENT AND SCREENING ACTIVITIES
IN11AR8IN001 NAVIGATION DEVELOPMENT AND SCREENING ACTIVITIES
IN12AR8IN001 REGULATORY COMPLIANCE DEVELOPMENT AND SCREENING ACTIVITIES
IN13AR8IN001 CONTROLLED SUBSTANCES SMUGGLING DEVELOP & SCREENING ACTIVITY

```

```
(PF1 = HELP) (PF2 = FIELD HELP) (PF3 = MAIN MENU) (PF4 = PREV SCREEN)
LINE 7 COL 2
```

A list of case numbers and descriptions which fall into the selected categories appear on this screen.

Place an 'X' next to the case you would like to enter hours for and press ENTER. The TECS II CASE HOURS ENTRY screen is again displayed with the selected informal case number added to the other cases on the screen.

### 3 - AUTHORIZE HOURS

An agent can report hours against any case in the Customs Service. It is the supervisors responsibility that the cases and hours reported are correct.

```
-----
01:45      TECS II ENTER HOURS AND STATISTICS MENU      012087 T2MC80
                                                    T2PC80
```

- 1 ENTER CASE STATISTICS (CM16)
- 2 ADD CASE HOURS (CM01)
- 3 AUTHORIZE HOURS (CM25)
- 4 AUTHORIZE STATISTICS (CM84)

ENTER CHOICE 3

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV SCREEN)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

Only a Supervisor or an appointed 'Acting Supervisor' is authorized to access the AUTHORIZE HOURS (CM24) AUTHORIZE STATISTICS (CM84) screens. If you are appointed as 'Acting Supervisor' in the absence of the actual Supervisor, you must enter the correct Supervisor ID Number for your Supervisor. It is possible to have 'Acting Supervisor' status only for a specified period of time. (See the SA SUPERVISORY APPROVAL section for a discussion on Acting Supervisors).

If authorized, you can go DIRECTLY to the TECS II APPROVE CASE HOURS screen from the TECS II MAIN MENU by entering 'CM25' in the CODE field. This screen is then displayed (as shown below), and the cursor is positioned at the SUPERVISOR ID# field. This screen can also be displayed by entering a '3' in the ENTER HOURS AND STATISTICS MENU shown above.

02:25

TECS II APPROVE CASE HOURS

021187 T2MC25

T2PC25

SUPERVISOR ID#:  
TO BE ENTERED ONLY IF USER IS ACTING SUPERVISOR

(PF1 = HELP) (PF3 = MAIN MENU) (PF4 = PREV MENU) (ENTER = PROCEED)  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/

If you are acting in your own supervisory capacity, press ENTER.  
If you are acting for your supervisor or another one, enter  
his/her User ID in the field shown. Should you enter an invalid  
ID Number for your Supervisor or you have not been given the  
authority to act for a supervisor in TECS II, the following  
highlighted error message is displayed:

'INVALID ACTING SUPERVISOR'

If ACTING SUPERVISOR STATUS has expired, the following message  
will be displayed:

'EXPIRED ACTING SUPERVISOR ACCESS'

The cursor is repositioned on the highlighted SUPERVISOR ID#  
field. When you enter the correct ID Number of your Supervisor  
and press ENTER, the TECS II SUPERVISORY AUTHORIZATION OF CASE  
HOURS screen is displayed. The cursor is positioned at the first  
Case listed.

|       |                                                 |        |                  |
|-------|-------------------------------------------------|--------|------------------|
| 12:04 | TECS II SUPERVISORY AUTHORIZATION OF CASE HOURS | 011888 | T2MC37<br>T2PC37 |
|-------|-------------------------------------------------|--------|------------------|

CASE HOURS FOR AGENT: USER 118 , MARIA

| CASE NUMBER  | C<br>P | CASE TITLE      | TOTAL<br>CASE<br>HOURS | APPROVED         |      |      |      | UNAPPROVED |     |     |     | REPT<br>PD |
|--------------|--------|-----------------|------------------------|------------------|------|------|------|------------|-----|-----|-----|------------|
|              |        |                 |                        | TOTAL CASE HOURS |      |      |      | HOURS      |     |     |     |            |
|              |        |                 |                        | FISCAL           | YEAR | TO   | DATE | REG        | AUG | SEP | TOT |            |
| IN06AR8IN001 | P      | ILLEGAL EXPORTS | 00007                  | 0000             | 0000 | 0000 | 0000 | 005        | 002 | 000 | 007 | 0188       |
| NO13CR8NO040 | O      | RIVER INDUSTRIE | 00026                  | 0000             | 0000 | 0000 | 0000 | 013        | 012 | 001 | 026 | 0188       |
| NO07DJ7NO005 | O      | JIMMY FLETCHER, | 00026                  | 0000             | 0000 | 0000 | 0000 | 022        | 004 | 000 | 026 | 0188       |
| NO13CR8NY007 | O      | EAST RIVER IMPO | 00054                  | 0000             | 0000 | 0000 | 0000 | 034        | 020 | 000 | 054 | 0188       |

TOT HRS: USER 118 , MARIA 00113 0000 0000 0000 0000 074 038 001 113

(V AND &lt;ENTER&gt; TO VIEW HOURS) (A OR D AND &lt;ENTER&gt; TO APPRV/DISAPPRV HOURS)

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREVIOUS MENU) (PF5=RESTORE)
(PF6=FIRST PAGE) (PF7=PREV PAGE) (PF8=NEXTPAGE) (PF9=LAST PAGE)
LINE 10 COL 2
```



The cursor is positioned before the first case listed. Cases are listed by agent(s) who are assigned to the user (Supervisor).

If there are agents assigned to you, but no unapproved hours for the cases assigned to the agent(s), the cursor is positioned on the first case line and the following message will be displayed:

'NO UNAPPROVED HOURS EXIST FOR APPROVAL FOR THIS AGENT'

The following PF Keys are applicable to this screen:

```
PF1  =  HELP
PF2  =  FLD HELP
PF3  =  MAIN MENU
PF4  =  PREV MENU
PF5  =  RESTORE
PF7  =  PREV PAGE
PF8  =  NEXT PAGE
PF6  =  FIRST PAGE
PF9  =  LAST PAGE
```

As mentioned, the cursor is positioned at the entry field of the first case listed. You now have the options of APPROVING THE RECORD, DISAPPROVING THE RECORD, or VIEWING DETAIL HOURS or VIEWING DETAIL STATISTICS. Valid values for those options are:

|           |   |                        |
|-----------|---|------------------------|
| A + ENTER | = | APPROVE HOURS          |
| D + ENTER | = | DISAPPROVE HOURS       |
| BLANK     | = | NO ACTION              |
| V         | = | VIEW DETAIL CASE HOURS |

If you enter an invalid value, the following highlighted error message will be displayed:

'INVALID SELECTION CODE ENTERED'

Supervisors cannot change hours, they can only approve or disapprove them.

The cursor is repositioned at the highlighted entry field of the first case listed.

#### VIEWING DETAILED HOURS

In order to view the detailed case hours, you must enter a 'V' and press ENTER to display the TECS II DETAILED BREAKOUT OF HOURS screen as shown below:

```

-----
                TECS II DETAILED HOUR BREAKOUT

AGENT: JOHNSON      , J. CASE:  AE04ED7AE000 TITLE:

                REPORTING MONTHS FOR FISCAL YEAR                TOTAL
TYPE HRS 1087 1187 1287 0188 0288 0388 0488 0588 0688 0788 0888

```

\*\*DUE TO THE SIZE AND THE AMOUNT OF DATA ON THIS SCREEN IT IS A PARTIAL REFLECTION\*\*

(PF3=MAIN MENU) (PF4=PREV SCREEN)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

To return to the TECS II SUPERVISORY AUTHORIZATION OF CASE HOURS AUTHORIZATION screen, press the PF4 Key. The cursor is repositioned at the entry field of the first case listed.

In order to DISAPPROVE case hours, you must enter a 'D' in the space provided on the SUPERVISORY AUTHORIZATION OF CASE HOURS screen and press the ENTER Key.

After the agent has modified the data, the information will appear again on the SUPERVISORY AUTHORIZATION OF CASE HOURS screen for a second process for approval. The cursor is now positioned at the entry field of the next Case listed. If you wish to APPROVE a case, you must enter an 'A' and press the ENTER Key. The following post-processing message will then be displayed on the screen:

'AUTHORIZATION PROCESS (APPROVE/DISAPPROVE)  
COMPLETED FOR SELECTED CASES ON PAGE'

\*NOTE: You may enter 'A' or 'D' for more than one case on the screen before pressing the ENTER Key. All these 'APPROVALS' or 'DISAPPROVALS' are then processed at once per page.

You may now either:

- o take no further action and press the PF3 Key to return to the MAIN MENU, or
- o take no further action and press PF4 to return to the Previous Menu.

#### 4 - AUTHORIZE STATISTICS

This will be released shortly.



There are two reports associated with the Case Management module, the ROI (CF40) and the SAS Report (CF151).

| ACCESS<br>CODE | DESCRIPTION        | ACCESS<br>CODE | DESCRIPTION        |
|----------------|--------------------|----------------|--------------------|
| CM01           | ENTER CASE HRS.    | CM78           | CASE MAINTENANCE   |
| CM79           | CASE MAINTENANCE   | CM80           | ENTER HRS. & STAT. |
| CM83           | ENTER CASE REPORTS | CM82           | RETRIEVE CASE DATA |

END OF SUB PROBLEM NAME  
 ^/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

|       |                                 |        |                  |
|-------|---------------------------------|--------|------------------|
| 11:30 | TECS II ENTER CASE REPORTS MENU | 111787 | T2MC83<br>T2MC83 |
|-------|---------------------------------|--------|------------------|

- ENTER CHOICE 1

(PF1-HELP) (PF3-MAIN MENU) (PF4-PREV SCREEN)

### (1) REPORT OF INVESTIGATION (CM40)

If you know the code of the transaction that you will be working with, you can enter it directly onto the MAIN MENU in the Code Field. In this case the code entered would be "CM40" for Report of Investigation.

Both methods will cause the ROI FUNCTION MENU to display.

ENTER NEW ROI AGAINST CASE NUMBER

```
-----  
11:30          TECS II ROI FUNCTION MENU      111887  T2MC4001  
                                              T2MC4001
```

MODIFY EXISTING ROI RECORD  
X ENTER NEW ROI AGAINST CASE NUMBER

ENTER 'X' NEXT TO THE OPTION, PRESS ENTER

(PF1-HELP)            (PF3-MAIN MENU)            (PF4-PREV MENU)

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

Enter an "x" next to the ENTER NEW ROI AGAINST CASE NUMBER option and press the RETURN/ENTER key.

This action will prompt the CASE SPECIFICATION MENU to display where a valid 12 character case number is entered in the blank field. The last three digits of a case number are only generated after approval. Therefore, several unapproved cases with the same first 9 digits will also have the same last 3 digits, 000.

The case specified will be the one that the new ROI will be associated with. Once the case number has been entered, press the ENTER key. If the case number is not found, the system will issue the following message and prompt: CASE NOT FOUND, ENTER CASE ? (Y/N)\_\_\_.

```
-----
11:30      TECS II ROI CASE SPECIFICATION MENU  111887  T2MC4201
                                           T2PC4201
```

ENTER THE NUMBER OF THE CASE TO WHICH THE ROI IS RELATED: \_\_\_\_\_

CASE NOT FOUND  
ENTER CASE ? (Y/N) \_

```
(PF1-HELP)      (PF3-MAIN MENU)      (PF4-PREV MENU)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

If the case number is mis-typed, type an "N" and press the ENTER key. The cursor will re-position at the case number field for you to re-type the case number correctly.

If a case assignment has not yet been made for this ROI, type a "Y" at the "ENTER CASE? (Y/N)" prompt and press the ENTER key. This will take you to the "ENTER CASE" process for adding a new case assignment to the system (see the portion on "OPENING A CASE" in this section). When the case assignment is complete, you will be returned to the ROI process.

If desired, you may press the PF3 or PF4 to "back-out" of the ROI function.

If the specified case is an unapproved case (000 sequence number) for which there are duplicate case numbers, the following selection screen will display:

```
-----
11:30      TECS II CASE LIST SCREEN          111987  T2M_____
                                           T2P_____
```

LIST OF CASES WITH CASE NUMBER: \_\_\_\_\_

| <u>SELECTION</u> | <u>TITLE</u>             |
|------------------|--------------------------|
| <u>X</u>         | <u>USER EXAMPLE CASE</u> |
| <u>-</u>         |                          |
| <u>-</u>         |                          |

```
LAST CASE DISPLAYED                                PAGE # 1 OF 1 DISPLAYED
(PF1-HELP)      (PF3-MAIN MENU)      (PF4-PREV MENU)
(PF7-PAGE BACKWARD)      (PF8-PAGE FORWARD)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

You can look at the titles for the duplicate case numbers to determine which is the correct case.

Choose a specific case from the CASE LIST screen, by placing an 'x' next to the desired case, then pressing the ENTER key.

When the case is found, descriptive data elements, CASE TITLE, DATE ASSIGNED, CLASS, and PROGRAM and CASE # will be extracted from the case and displayed in the top portion of the REPORT OF INVESTIGATION (ROI) screen as follows. The selected Case Title will appear in the CASE TITLE field. The DATE ASSIGNED field reflects the date that this particular case was assigned. The CLASS field contains a one to three character code that indicates the class of case. The PROGRAM field contains a three character code. These fields can not be modified. The REPORT # is generated by the program, starting with 001 for each case, and incrementing by 1 for each ROI added to the case.

-----  
11:40                   TECS II REPORT OF INVESTIGATION                   111987

CASE TITLE: EXAMPLE CASE FOR USERS

STATUS:\* I-INIT. REPORT   R-INTERIM REPORT   D-DISPOS. PENDING

      X O-OPEN/CLOSE   F-INDEX AND FILE   C-CLOSING REPORT

ENTRY DATE:           REPORT DATE:           DATE ASSIGNED:088787 CLASS:   

PROGRAM:              REPORT#:           CASE #:

RELATED CASES:

UNDEVELOPED LEADS TO;

|                               |                    |                |
|-------------------------------|--------------------|----------------|
| TYPE:* X IS-INIT. SOURCE DOC. | SS-SUBPOENA SER.   | BG-BACKGROUND  |
| TT-TORT                       | PC-PENALTY CASE    | SD-S. DEBRIEF  |
| SR SURVEILLANCE REP.          | CR-COLLETERAL RE.  | SW-E.SEARCH W. |
| MI-MEMO OF INTERVIEW          | IF-INVEST.FINDINGS | OT-OTHER       |

TOPIC:

DISTRIBUTION:

ORIGINATOR:\* 123456789 JOHNSON                   , JOHN                   ,

SUPERVISOR: 016401805 DICKSON                   , SUE                   ,

OFFICE: AE OI-ALPHINE,TX TELEPHONE:7035668300 ENTERED BY:12345678

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PR5=RESTORE)  
(PF10=SYNOPSIS) (PF12=NARRATIVE) (PF13=LINKAGE) (PF24=FINISH)  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

Fill in all of the mandatory fields and any other fields that lend detail to the new ROI. If you indicate ('x'-more) for any one of the following fields, a separate continuation screen will appear for additional data entry; RELATED CASES field, UNDEVELOPED LEADS TO field, and DISTRIBUTION fields.

The Sign-on ID is used to generate the following fields; the first two DISTRIBUTION codes, ORIGINATOR, SUPERVISOR, OFFICE, TELEPHONE, and ENTERED BY.

**DISTRIBUTION CODES:** These codes are system generated for the ARC(E) and the RIB, and you may add other distribution codes if needed. The people designated in the distribution are (branch chiefs or supervisors for special locations), and will be sent a copy of the approved ROI.

When you fill in the STATUS field, only one (1) option can be selected per CASE. The TYPE field on the other hand may contain up to three (3) selections per CASE, and the TOPIC line is filled in by you, while the system generates all of the fields that follow.

You may also change the identification number of the owner of the ROI by overtyping the ID number which appears there automatically. If the person entering the ROI is not the owner/originator of the report, he must enter the owner's ID in the originator field. The ID of the person actually entering the ROI is always in the ENTERED BY field. Upon submission of the screen for validation, new UPR data (owner's name, title, and telephone number; supervisor's ID, name, title and office) will be extracted from the UPR record of the new owner ID and entered into the appropriate fields. Also during the validation process RELATED CASES are checked against the case table. If there are any errors present, the screen will be refreshed with all errors highlighted and error messages displayed to indicate where and why errors exist.

The general validation process involves the following:

- Validating Codes, all codes entered will be checked for accuracy e.g., STATUS, TYPE, and DISTRIBUTION codes.
- Checking for Valid Owner IDs.

The OFFICE, TELEPHONE, and ENTERED BY, fields cannot be changed. If you change the ORIGINATOR ID, the program will get the associated ORIGINATOR name, OFFICE and TELEPHONE #. If the SUPERVISOR ID is blanked out, the program will get the ORIGINATOR's supervisor.

When you have completed all changes to fields, entered all mandatory fields, and are ready to continue, press the ENTER key.

If errors exist in any of the fields filled, the system will generate the following messages depending upon the error.

"ONLY THREE TYPE CODES ALLOWED"  
 "INVALID DISTRIBUTION CODE"  
 "ONLY ONE STATUS CODE ALLOWED"  
 "INTERNAL DATABASE PROBLEM"  
 "INVALID RELATED CASE"  
 "INVALID UNDEVELOPED LEAD"  
 "INVALID PF KEY"  
 "INVALID STATUS CODE"  
 "ERROR - NO TYPE CODE ENTERED"  
 "ERROR - NO STATUS CODE ENTERED"  
 "NO RELATED RECORDS FOUND"  
 "INVALID ORIGINATOR ID"  
 "INVALID SUPERVISOR ID"  
 "NO CHANGES HAVE BEEN MADE TO RECORD"

Correct the specified fields by TABBING to the field and typing the correct entry. Then press ENTER to process the corrections.

When the validation process finds no errors the ROI data will be added to the database and the ACCESS CONTROL screen will display.

```
-----
11:30      TECS II RECORD ACCESS INFORMATION      110787  T2M____
                                           T2P____
```

RECORD ID: \_\_\_\_\_

ACCESS CODE: 3 (1=ALL, 2=AGENCY, 3=USER GROUPS, 4=USERS)  
 AGENCY:        (CODE 2 ONLY; C=CUSTOMS, K=ATF, H=IRS)

USER GROUPS (CODE 3 ONLY): OE  
 USERIDS (CODE 4 ONLY WITH ACCESS RIGHTS):

\_\_\_\_\_  
 \_\_\_\_\_  
 ENTER ACCESS INFORMATION AND PRESS ENTER  
 (PF1-HELP) (PF2-FLD HELP) (PF3-MAIN MENU)

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

This screen allows you to assign record access codes and agency codes as they apply to you, your group, or your agency. The access default code for ROIs is '3' and user group 'OE'. You may modify and/or delete this information, following the instructions at the bottom of the screen.

Should you decide to accept the default codes, press the ENTER key. This will return you to the initial ROI screen.

\* NOTE: If you go directly to the ROI SYNOPSIS screen from the ROI INPUT screen, by pressing PF10, the RECORD ACCESS screen will be by-passed, and a 3-OE level will be assigned to the report.

At this point, you may request to end the transaction by pressing the PF24 key, (refer to 'END TRANSACTION' section). If you do decide to end the transaction, the completion status of the record will remain as UNFINISHED (the default). Then you are returned to the ROI FUNCTION MENU screen to begin a new process. You may also change some of the information on the screen and press ENTER to re-validate this data.

When the REPORT OF INVESTIGATION INPUT screen is completed, access the SYNOPSIS screen by pressing the PF10 key.

-----  
12:01                   TECS II ROI SYNOPSIS SCREEN           111987

=====SYNOPSIS=====

(PF1-HELP)   (PF3-MAIN MENU)   (PF4-PREV MENU)   (PF5-RESTORE)  
(PF13-LINKAGE)   (PF20-FREE TEXT)   (PF24-FINISH)  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

Enter Synopsis information in textual (sentence/pharse) format. There are 15 lines available.

After the Synopsis information has been entered, indicate by pressing the PF8 key that you want to move from the SYNOPSIS to the NARRATIVE portion of the report.

ROI NARRATIVE screens such as the one that follows are then made available. Move from one NARRATIVE screen to the next with the PF8 (next page) key.

To use the WYSE personal computer word processing capability for the SYNOPSIS and NARRATIVE, press the PF20 key on the SYNOPSIS screen. With the word processor you will create a "WordPerfect" file that will be used to fill-in the SYNOPSIS screen and as many NARRATIVE screens as are required, (refer to the ACCESS TO TECS II section of this manual for details on Narrative Transferring).

\* NOTE: At any time during a process, the transaction can be terminated, by pressing the PF24-FINISH key.

-----  
12:09

TECS II ROI NARRATIVE SCREEN

111287

=====NARRATIVE=====

(PF1-HELP) (PF3-MAIN MENU) (PF4-PREV MENU) (PF5-RESTORE)  
(PF13-LINKAGE) (PF24-FINISH)

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

#### END TRANSACTION

When the PF24-FINISH key is pressed, the system will present the TECS II END ROI screen and query you as to the completion status of the ROI Report. If the record status of FINISHED is indicated by keying an 'x' next to that option, the system checks to see that all of the required fields have been entered. If all fields are not present, the system will inform you, and default the status to UNFINISHED. You may then return to the ROI and enter the missing required fields. If all fields are present the status is set to FINISHED.



[illegible]

UNFINISHED  
FINISHED  
CANCEL

CM - 43

09:20

TECS II ROI MODIFY MENU

111787

X MODIFY REPORT NUMBER: NY13CR8NY001001  
- DISPLAY LIST OF ROI'S FOR MODIFICATION

(PF1-HELP) (PF3-MAIN MENU) (PF4-PREV MENU)  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/

To select a specified ROI for modification, enter an "x" in the first field then enter the REPORT-ID # in the Modify Report Number field, and press the ENTER key. The REPORT-ID # is the case number followed by the 3 digit sequence number of the specific ROI in that case.

- If the ROI is found with a status of FINISHED, that report cannot be modified.
- If the ROI cannot be found, this message will display:  
"ROI NOT ON FILE"
- If the ROI is found with an UNFINISHED status, and the user is allowed to modify it, it is retrieved from the database, and the ROI displays on the screen.

To view a list of ROIs that are available for modification, place an "x" next to the "DISPLAY LIST" option and press the ENTER key.

This will present the DISPLAY LIST screen, from which you can select to modify an ROI. The list contains only the ROIs that you created and that are available for modification.

Place an "x" beside the ROI desired to modify and press ENTER. This will cause the ROI entry screen to be displayed with the existing data from the selected ROI.

On the ROI screen, enter any necessary changes into the ROI screen using the same procedures for entering a new one.

02:29

TECS II ROI LIST SCREEN

111087 T2M\_\_\_\_  
T2P\_\_\_\_

LIST OF ROIS WITH ROI NUMBER: \_\_\_\_\_

SELECTIONTITLEXEXAMPLE CASE FOR USERS

-

-

LAST ROI DISPLAYED

(PF1-HELP) (PF3-MAIN MENU) (PF4-PREV. MENU)  
(PF7-PAGE BACKWARD) (PF8-PAGE FORWARD)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

Once the ROI is displayed on the screen, you may modify any field that is not related to the case number (e.g., you cannot change fiscal year or source). You can change the synopsis/narrative either directly on the screen or by using the PF20 NARRATIVE TRANSFER. Prior to exiting the modified ROI, you must again use the PF24 key to tell the system whether the ROI is finished or not.

### (3) SEARCH, ARREST & SEIZURE (IOAA)

This option is explained in detail within the IO INSPECTION OPERATIONS section of this manual.

### CM82 -RETRIEVE CASE DATA

A status report is used as a vehicle for reviewing the status of a case and the statistics reported on a case. It is meant to provide information to a case agent, and not as a means for modifying, changing or deleting this information.

From the TECS II SUBSYSTEM FOR CASE MANAGEMENT screen select the RETRIEVE CASE DATA option CM82, the following screen will display.

```
-----
04:12      TECS II RETRIEVE CASE DATA MENU      122387 T2MC82
                                                T2PC82
```

- 1        SINGLE CASE STATUS (CM30)
- 2        MULTIPLE CASE STATISTICS (CM38)
- 3        CASE FOLDER (CM54)
- 4        CASE HOURS REPORTS (CM53)

ENTER CHOICE \_

```
-----
(PF1=HELP)        (PF3=MAIN MENU)        (PF4=PREV MENU)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
```

#### (1) SINGLE CASE STATUS (CM30)

The Single Case Status option will allow you to view all statistics entered against a specific case. Next select the SINGLE CASE STATUS, which displays the screen as shown below:

```
-----
08:40      SINGLE CASE STATUS REPORT      011987 T2MC3001
                                                T2PC30
```

VIEW A LIST OF CASES FOR YOUR OFFICE: \_  
VIEW STATUS OF CASE NUMBER: \_\_\_\_\_

```
-----
(PF1 = HELP)        (PF3 = MAIN MENU)        (PF4=PREVIOUS MENU)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
```

#### VIEW A LIST OF CASES FOR YOUR OFFICE

The cursor is positioned at the VIEW A LIST OF CASES FOR YOUR OFFICE field. Enter an 'X' in this field to view a list of cases which are assigned to your office. Here you will be able to determine if the status of the case(s) are open, pending or closed within the last reporting period.

## VIEW STATUS OF CASE NUMBER

To view a specific STATUS REPORT of any case, enter the case number in the VIEW STATUS OF CASE NUMBER field.

If you just press ENTER, the following highlighted message is displayed:

'EITHER ENTER A NUMBER OR AN -X-'

After the above message appears, the cursor is repositioned on the VIEW A LIST OF CASES FOR YOUR OFFICE field.

To view all the cases belonging to your office, enter an 'X' and press ENTER. This displays the TECS II OFFICE-LEVEL CASE LIST screen shown below:

```
-----
02:48  TECS II OFFICE-LEVEL CASE LIST SCREEN      120687 T2MC3201
                                              T2PC32
```

THE FOLLOWING IS A LIST OF CASES FOR OFFICE:NO NEW ORLEANS

| SEL | CASE NUMBER  | STAT | TITLE                   |
|-----|--------------|------|-------------------------|
| -   | NO13CR8NO006 | O    | BILL SMITH IMPORTING CO |
| -   | NO12HJ8NY031 | O    | JOSE GARCIA ET AL       |
| -   |              |      |                         |

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
(PF8= NEXT PAGE)

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

The cursor is positioned at the first case listed. (Note: You can only view the selected data.)

Cases are listed for the users office. Open, pending and closed cases are shown in numerical order by case number.

In the event there is more than one screen of information to be displayed, the PF8 (NEXT PAGE) and the PF7 (PREVIOUS PAGE) Keys will be displayed on the first and any subsequent screens. The following message is also displayed:

'MORE CASES ON NEXT PAGE'

The cursor is positioned at the first case on the TECS II OFFICE-LEVEL CASE LIST screen, as shown above. (You may press the PF8 Key to go to the second page should there be more cases).

## TECS II

## USER'S MANUAL

You may select a case from the list by placing an 'X' next to the desired case and pressing ENTER. The TECS II SUBJECT LIST screen is then displayed as shown below:

```
-----
09:20      TECS II SUBJECT LIST SCREEN                101287 T2MC3301
                                                    T2PC33
```

THE FOLLOWING IS A LIST OF SUBJECTS FOR CASE: NO13CR8NO006

| SEL | TECS ID                | SUBJECT NAME       | LAST<br>ENF   | LAST<br>S/P   |
|-----|------------------------|--------------------|---------------|---------------|
| -   | <u>P88007354724CNO</u> | <u>SMITH, BILL</u> | <u>110487</u> | <u>110487</u> |
| -   | _____                  | _____              | _____         | _____         |
| -   | _____                  | _____              | _____         | _____         |

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV SCREEN)  
(PF7=PREVIOUS PAGE) (PF8=NEXT PAGE)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

The cursor is positioned at the first Subject listed.

To view a selected subject in detail, place an 'X' next to the desired subject and press ENTER.

The TECS II REMARKS ON STATISTICS FOR CASE SUBJECT screen is displayed, as shown below:

```
-----
05:25      TECS II REMARKS ON STAT. FOR CASE SUBJECT 062087  T2MC34
                                                    T2PC34
```

CASE: NO13CR8NO006 BILL SMITH INPORTING CO  
DATE CASE OPEN: (MMDDYY) CASE STAT. 110487 LAST STAT. UPDATE: 110587  
SUBJECT: P88007354724CNO SMITH, BILL  
JUDICIAL DISTRICT: 34 NEW ORLEANS US ATTORNEY: BROWN  
CUSTOMS ATTORNEY: JONES

CASE SUBJECT REMARKS:  
SUBJECT WAS INDICTED ON 3 COUNTS OF POSSESSION OF CONTROLLED  
SUBSTANCE WITH INTENT TO DISTRIBUTE  
ENTER '1' TO VIEW ENFORCEMENT VIOLATIONS OR '2' FOR SEIZURES AND  
PENALTIES:  
ENTER THE REPORTING PERIOD DATE: MMY

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU)  
(PF4=PREVIOUS SCREEN)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

You may also specify the reporting period for which statistics are described.

(OPTION 1 ON TECS II REMARKS ON STATISTICS FOR CASE SUBJECT)

After choosing option 1, the cursor is positioned at the ENTER THE REPORTING PERIOD field. (This is an optional field. If it is left blank, it will default to the current reporting period.) Press ENTER and the TECS II ENTER ENFORCEMENT VIOLATIONS screen is displayed. It contains information for the reporting period selected by the user. NOTE: This screen may contain only blank lines if there is no current time period information.

08:25           TECS II ENTER ENFORCEMENT VIOLATIONS 120287 T2MC3501  
T2PC35

CASE NUMBER: AE05PR7AE001 A TITLE WITH SUBJECTS LINKED  
SUBJECT: P8700036500CSA     DUCK                         , DONALD

VIOLATION VIOLATION STAT. STAT.                         F/  
CODE      DESC. TYPE          CODE\* DESCRIP .CAT SUB M\* DATE\* COUNTS\*  
19USC1594 FALSE INVOICING IN INDICTMENT 13    C   F 011887    03

(PF1=HELP) (PF2=FIELD HELP) (PF4=PREV SCREEN) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

CM - 49

After viewing the information, you may press the PF4 Key to return to the TECS II REMARKS ON STATISTICS FOR CASE SUBJECT screen. The cursor is positioned before the field at the bottom of the page.

2 - ENTER SEIZURE AND PENALTIES  
(OPTION 2 ON TECS II REMARKS ON STATISTICS FOR CASE SUBJECT)

To enter seizure, penalty violations, enter '2' and press ENTER. This displays the TECS II ENTER SEIZURE, PENALTY VIOLATIONS screen, which contains current reporting period information. Please note, however, that this screen may also consist of blank lines if there is no current reporting period information. You may also select a different reporting period to view by entering the reporting period on the TECS II REMARKS ON STATISTICS FOR CASE SUBJECT.

```
-----
08:25  TECS II ENTER SEIZURE, PENALTY VIOLATIONS 120287 T2MC3601
                                           T2PC36
CASE NUMBER: AE05PR7AE001 A TITLE WITH SUBJECTS LINKED
SUBJECT: P8700036500CSA  DUCK                      , DONALD
REPORTING PERIOD SELECTED: 1287
```

```
VIOL.      ST STAT
CODE*      CD*DESCR  COMM*UN* CAT SUB AMT VAL* DATE* 151/5955
190SCI594  07 PENALTY COC GR  13  C  1200 0   011887 8820020004101
```

ENTER "X" TO REVIEW ALL REPORTING PERIODS OF SEIZURE, PENALTY VIOLATIONS: \_

(PF1=HELP) (PF2=FIELD HELP) (PF4=PREV SCREEN) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

The cursor is positioned before the field at the bottom of the page. After reviewing the current information (if any), enter an 'X' and press ENTER to view information covering the last two years of reporting periods. The TECS II ENTER SEIZURE, PENALTY VIOLATIONS screen is re-displayed containing all information from all reporting periods on Seizure, Penalty Violations. Different reporting periods of Seizure/Penalty Violations will be displayed on new screens. These can be obtained by pressing the PF8 Key.



After viewing the information, you may press the PF4 Key to return to the TECS II REMARKS ON STATISTICS FOR CASE SUBJECT screen. The cursor is positioned before the field at the bottom of the page. Press the PF4 Key and return to the TECS II SUBJECT LIST screen. You can now select another subject from the list and view it's status by repeating the above process from the TECS II SUBJECT LIST screen.

You may also press the PF4 Key and return to the TECS II OFFICE-LEVEL CASE LIST screen. From this screen, you can select another case and view it's status by repeating the above process or press the PF4 key again and return to the TECS II SELECTION FUNCTION MENU.

## (2) MULTI-CASE STATUS AND STATISTICS REPORTS (CM38)

Multi-case reports include all of the cases in the user's office. These reports may be generated by status (unopen, pending, closed) or statistics (enforcement violation and seizure/penalty).

In order to generate these multi-case status and statistics reports, you must access the TECS II SELECT MULTI-CASE REPORT TYPE screen from the TECS II SUBSYSTEM FOR CASE MANAGEMENT screen by entering 'CM38' in the CODE field or entering '2' on the RETRIEVE CASE DATA MENU.

Since reports are "batch" reports, by specifying which one you want submits a job to the computer to run that specific report. When you press ENTER, the sysem will return with a message:

"JOB SUBMITTED OC0314XXXXXX"

You must write this job number down (you will get a different one for each report requested). To view or print the report, enter the SS63 transaction Report Retrieval. See the that portion on that topic within this section.

01 STATUS REPORTS

02 STATISTICS REPORTS

CM - 52

A summary of the reports is listed below:

- 1 List of cases for an office giving the status, number of subjects, and number of violations for that case.
- 2 On a case basis, a list of the violations committed by subjects for each case.
- 3 Number of cases with a given status displayed by category.
- 4 Number of subjects, number of violations, and number of cases displayed by category.
- 5 Number of cases with a given status displayed by reporting period.
- 6 On an agent basis, the number of cases with a given status displayed by reporting period.
- 7 List of agents and number of cases with a given status displayed by reporting period.
- 8 Number of subjects, violations, and cases displayed by area.
- 9 RESERVED
- 10 Ad-hoc report generator. (This will be discussed in the MI MANAGEMENT INFORMATION section of this manual, which will be distributed in the March 1988 timeframe).

The cursor is positioned at the ENTER CHOICE field.

If you press ENTER without entering a numeric value, the following highlighted message is displayed:

'ENTER OPTION NUMBER'

The cursor is repositioned at the highlighted ENTER CHOICE field.

If you enter an option number less than 01 or greater than 10 and press ENTER, the following highlighted message is displayed:

'ENTER VALID OPTION NUMBER'

The cursor is repositioned on the highlighted ENTER CHOICE field.

After you have entered the number of your choice and pressed ENTER, the following highlighted post-processing message is displayed:

'REPORT REQUEST SUBMITTED'

The cursor is positioned on the ENTER CHOICE field.

You may repeat the process for choices 02 through 08. The resulting report formats are shown on the following pages. (Option 09 is reserved for future reports.) To view the generated batch reports online use the unique REPORT ID which is displayed after a successful execution with the Report Retrieval Transaction. See the User's Manual section SS SYSTEM SUPPORT for (SS63 - REPORT RETRIEVAL).

# OPTION 1 NUMBER OF SUBJECTS AND VIOLATIONS BY CASES

```
-----
OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
011987
02:45:30    CASE STATUS REPORT 01 -- NUMBERS OF SUBJECTS AND
                                VIOLATIONS BY CASES    PAGE
                                OFFICE = AE              FY = 1987
```

| CASE NUMBER  | CASE OFFICER | STATUS  | #SUBJECTS | #VIOLATIONS |
|--------------|--------------|---------|-----------|-------------|
| AE01BR7AE011 | DOE , JOHN   | OPEN    | 15        | 56          |
| AE07DJ7LE007 | DOE , JOHN   | OPEN    | 20        | 36          |
| AE07CK7AE001 | DOE , JOHN   | CLOSED  | 9         | 13          |
| AE11KM7AE000 | SMITH, PAUL  | UNOPEN  | 13        | 0           |
| AE05PR7AE008 | SMITH, PAUL  | PENDING | 8         | 15          |
| TOTAL        |              |         | 65        | 120         |

```
-----
OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
SAMPLE DATA - FOR DISPLAY ONLY
```

# OPTION 2 RETAILED STATUS FOR EACH CALL

```
-----
OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
091787
05:41:45    CASE STATUS REPORT 02 -- DETAILED STATUS FOR    PAGE
                                EACH CASE
                                OFFICE = AE              FY = 1987
```

CASE NUMBER: AE03B5CJX001 CASE OFFICER: 22145190 CASE STATUS:OPEN

| SUBJECT        | VIOLATION | STATISTIC TYPE | COUNTS | VALUE | DATE   |
|----------------|-----------|----------------|--------|-------|--------|
| FUDD, ELMER X  | 21USC841  | PENALTY        | 01     | 12000 | 102686 |
| BYRD, TWEETY B | 21USC854  | ARREST         | 01     |       | 110386 |

```
-----
OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
SAMPLE DATA - FOR DISPLAY ONLY
```

## OPTION 3 CATEGORY BY CASE SUBJECT

-----  
 OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
 042587  
 03:45:16 CASE STATUS REPORT 03 -- CATEGORY BY CASE STATUS PAGE  
 OFFICE = AE FY = 1987

| CATEGORY | NOT OPEN | OPEN  | DISPEND | CLOSED | TOTAL |
|----------|----------|-------|---------|--------|-------|
| -----    | -----    | ----- | -----   | -----  | ----- |
| 01       | 68       | 0     | 33      | 12     | 123   |
| 02       | 11       | 1     | 14      | 22     | 48    |
| 03       | 1        | 1     | 1       | 1      | 4     |
| 04       | 1        | 1     | 1       | 1      | 4     |
| 05       | 1        | 1     | 1       | 1      | 4     |
| 06       | 1        | 1     | 1       | 1      | 4     |
| 07       | 1        | 1     | 1       | 1      | 4     |
| 08       | 1        | 1     | 1       | 1      | 4     |
| 09       | 1        | 1     | 1       | 1      | 4     |
| 10       | 1        | 1     | 1       | 1      | 4     |
| 11       | 1        | 1     | 1       | 1      | 4     |
| 12       | 1        | 1     | 1       | 1      | 4     |
| 13       | 1        | 1     | 1       | 1      | 4     |
| TOTAL    | 90       | 12    | 58      | 45     | 215   |

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
 /\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/  
 SAMPLE DATA - FOR DISPLAY ONLY

## OPTION 4 NUMBER OF SUBJECTS AND VIOLATIONS BY CATEGORY

-----  
OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
021587

08:48:55 CASE STATUS REPORT 04 -- NUMBER OF SUBJECTS AND PAGE  
VIOLATIONS BY CATEGORY

PAGEOFFICE -

AE

FY = 1987

| CATEGORY | # SUBJECTS | # VIOLATIONS | # CASES |
|----------|------------|--------------|---------|
| 01       | 23         | 16           | 5       |
| 02       | 42         | 41           | 2       |
| 03       | 10         | 20           | 2       |
| 04       | 10         | 20           | 2       |
| 05       | 10         | 20           | 2       |
| 06       | 10         | 20           | 2       |
| 07       | 10         | 20           | 2       |
| 08       | 10         | 20           | 2       |
| 09       | 10         | 20           | 2       |
| 10       | 10         | 20           | 2       |
| 11       | 10         | 20           | 2       |
| 12       | 10         | 20           | 2       |
| 13       | 10         | 20           | 2       |
| TOTAL    | 175        | 277          | 29      |

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/  
SAMPLE DATA - FOR DISPLAY ONLY

## OPTION 5 CASE STATUS BY PERIOD (OFFICE TOTALS)

-----  
OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
051587  
06:31:87 CASE STATUS REPORT 05 -- CASE STATUS BY PERIOD PAGE  
(OFFICE TOTALS)  
OFFICE = AE FY = 1987

| PERIOD | OPENED | CLOSED | DISSPEND | TOTAL |
|--------|--------|--------|----------|-------|
| -----  | -----  | -----  | -----    | ----- |
| 8701   | 2      | 4      | 11       | 17    |
| 8702   | 1      | 1      | 1        | 3     |
| 8703   | 1      | 1      | 1        | 3     |
| 8704   | 1      | 1      | 1        | 3     |
| 8705   | 1      | 1      | 1        | 3     |
| 8706   | 1      | 1      | 1        | 3     |
| 8707   | 1      | 1      | 1        | 3     |
| 8708   | 1      | 1      | 1        | 3     |
| 8709   | 1      | 1      | 1        | 3     |
| 8710   | 1      | 1      | 1        | 3     |
| 8711   | 1      | 1      | 1        | 3     |
| 8712   | 1      | 1      | 1        | 3     |
| FYTD   | 13     | 15     | 22       | 28    |

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/  
SAMPLE DATA - FOR DISPLAY ONLY

## OPTION 6 CASE STATUS BY PERIOD

-----  
OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
081587  
04:45:30 CASE STATUS REPORT 06 -- CASE STATUS BY PERIOD PAGE  
(AGENT TOTALS)  
OFFICE = AE FY = 1987

AGENT ID: 223128219

AGENT NAME: BUDD, BILLY J

| PERIOD | OPENED | CLOSED | DISSPEND | TOTAL |
|--------|--------|--------|----------|-------|
| -----  | -----  | -----  | -----    | ----- |
| 8701   | 2      | 4      | 11       | 17    |
| 8702   | 2      | 4      | 11       | 17    |
| 8703   | 2      | 4      | 11       | 17    |
| 8704   | 2      | 4      | 11       | 17    |
| 8705   | 2      | 4      | 11       | 17    |
| 8706   | 2      | 4      | 11       | 17    |
| 8707   | 2      | 4      | 11       | 17    |
| 8708   | 2      | 4      | 11       | 17    |
| 8709   | 2      | 4      | 11       | 17    |
| 8710   | 2      | 4      | 11       | 17    |
| 8711   | 2      | 4      | 11       | 17    |
| 8712   | 2      | 4      | 11       | 17    |

|           |    |    |     |     |
|-----------|----|----|-----|-----|
| TOTAL FOR |    |    |     |     |
| AGENT     | 24 | 48 | 122 | 204 |

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/  
SAMPLE DATA - FOR DISPLAY ONLY



## OPTION 7 AGENT BY STATUS

-----  
OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
012487  
05:14:32 CASE STATUS REPORT 07 -- AGENT BY STATUS PAGE  
OFFICE = AE FY = 1987

| AGENT NO.        | AGENT NAME       | OPEN | DISPPEND | CLOSED | TOTAL |
|------------------|------------------|------|----------|--------|-------|
| 421234530        | SMART, MAXWELL J | 11   | 21       | 1      | 33    |
| 220202212        | JOHNSON, JOHN    | 11   | 21       | 1      | 33    |
| 023231423        | GARDNER, EARLE   | 11   | 21       | 1      | 33    |
| TOTAL FOR OFFICE |                  | 33   | 63       | 3      | 99    |

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/  
SAMPLE DATA - FOR DISPLAY ONLY

## OPTION 8 NUMBERS OF SUBJECTS AND VIOLATIONS BY CASE

-----  
OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
092487  
05:45:25 CASE STATUS REPORT 08 -- SUBJECTS AND PAGE  
VIOLATIONS BY AREA  
OFFICE = AE FY = 1987

| AREA         | # SUBJECTS | # VIOLATIONS | # CASES |
|--------------|------------|--------------|---------|
| EXODUS       | 4          | 10           | 5       |
| FINANCIAL    | 4          | 10           | 5       |
| FRAUD        | 4          | 10           | 5       |
| GENERAL      | 4          | 10           | 5       |
| INTERDICTION | 4          | 10           | 5       |
| TOTAL        | 20         | 50           | 25      |

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
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SAMPLE DATA - FOR DISPLAY ONLY

## 02 - CREATE STATISTICS REPORTS

If you wish to create a Statistics Report, you must type in a '2' on the TECS II SELECT MULTI-CASE STATUS REPORT TYPE screen and then press ENTER. The TECS II CASE STATISTICS REPORTS FOR: screen is displayed, as shown below:

```
-----
04:15      TECS II  CASE STATISTICS REPORTS FOR:      081487T2MC61
              JX JACKSONVILLE                      T2PC61
```

- 01 CATEGORY BY CLASS (NUMBER OF CASES FYTD)
- 02 AREA BY CLASS (NUMBER OF CASES FYTD)
- 03 STATISTICS BY CATEGORY
- 04 STATISTICS BY PERIOD
- 05 STATISTICS BY PERIOD (AGENT BREAKDOWN)
- 06 NUMBER OF ARREST, CASE BY PERIOD (AGENT BREAKOUT AND SUMMARY)
- 07 STATS/HOURS BY PERIODS
- 08 CASE BY HOURS AND ENFORCEMENT STATS
- 09 DETAILED LISTING OF STATISTICS RECORDS (CASE SUB-TOTALS)
- 10 REPORT GENERATOR

ENTER CHOICE \_\_\_\_

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF5=RESTORE SCREEN)  
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SAMPLE DATA - FOR DISPLAY ONLY

A summary of the reports is listed below:

- 1 Number of cases with a given class displayed by category.
- 2 Number of cases with a given class displayed by area.
- 3 Number of statistic types displayed by category.
- 4 Number of statistic types displayed by reporting period.
- 5 On an agent basis, the number of statistic types during a reporting period.
- 6 On an agent basis, the number of arrests for a given case displayed during a reporting period.
- 7 Number of hours and statistic types displayed during a reporting period.
- 8 Number of hours and statistic types displayed for a case.

9 On a case and subject basis, the detail of statistics reported.

10 Ad-hoc reports (This will be discussed in the MI MANAGEMENT INFORMATION section of this manual, which will be distributed in the March 1988 timeframe).

The cursor is positioned at the ENTER CHOICE field.

#### POSSIBLE ERRORS

If you press ENTER without entering a numeric value, the following highlighted message is displayed:

'ENTER OPTION NUMBER'

The cursor is repositioned at the highlighted ENTER CHOICE field.

If you enter an option number less than 01 or greater than 10 and press ENTER, the following highlighted message is displayed:

'ENTER VALID OPTION NUMBER'

The cursor is repositioned on the highlighted ENTER CHOICE field.

After you have entered the number of your choice and pressed ENTER, the following highlighted post-processing message is displayed:

'REPORT REQUEST SUBMITTED'

The cursor is positioned on the ENTER CHOICE field.

You may repeat the process for choices 02 through 09. The resulting report formats are shown on the following pages. To view the generated batch reports online use the unique REPORT ID which is displayed after a successful execution, in the REPORT RETRIEVAL transaction, SS63. Refer to SS SYSTEM SUPPORT for more information.

## OPTION 1 CATEGORY BY CLASS (NUMBER OF CASES FYTD)

-----  
 OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
 071487  
 06:45:38 CASE STATISTICS REPORT 01 -- CATEGORY BY CLASS PAGE  
 NUMBER OF CASES, FYTD, FOR BOSTON

| CATEGORY | CLASS |     |     |        |                 | TOTAL |
|----------|-------|-----|-----|--------|-----------------|-------|
|          | I     | II  | III | FORMAL | PRE GEN NON INF |       |
| 01       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 02       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 03       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 04       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 05       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 06       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 07       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 08       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 09       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 10       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 11       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 12       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| 13       | 10    | 10  | 10  | 30     | 5 5 5 15        | 45    |
| TOTAL    | 130   | 130 | 130 | 360    | 70 70 70 180    | 540   |

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 SAMPLE DATA - FOR DISPLAY ONLY

## OPTION 2 AREA BY CLASS (NUMBER OF CASES FYTD)

-----  
OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
120587  
01:08:35 CASE STATISTICS REPORT 02 -- AREA BY CLASS PAGE  
NUMBER OF CASES, FYTD, FOR BOSTON

| AREA      | -----CLASS----- |    |     |        |     |     |     |     |       |  |
|-----------|-----------------|----|-----|--------|-----|-----|-----|-----|-------|--|
|           | I               | II | III | FORMAL | PRE | GEN | NON | INF | TOTAL |  |
| EXODUS    | 10              | 10 | 10  | 30     | 5   | 5   | 5   | 15  | 45    |  |
| FINANCIAL | 10              | 10 | 10  | 30     | 5   | 5   | 5   | 15  | 45    |  |
| FRAUD     | 10              | 10 | 10  | 30     | 5   | 5   | 5   | 15  | 45    |  |
| GENERAL   | 10              | 10 | 10  | 30     | 5   | 5   | 5   | 15  | 45    |  |
| INTERDIC. | 10              | 10 | 10  | 30     | 5   | 5   | 5   | 15  | 45    |  |
| TOTAL     | 50              | 50 | 50  | 150    | 25  | 25  | 25  | 75  | 325   |  |

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SAMPLE DATA - FOR DISPLAY ONLY

## OPTION 3 STATISTICS BY CATEGORY

-----  
 OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
 081587  
 05:45:50 CASE STATISTICS REPORT 03 -- ENFORCEMENT STATISTICS  
 NUMBER OF CASES, FYTD, FOR BOSTON BY CATEGORY PAGE

| STATISTICS   | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | TTL |
|--------------|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| ARRESTS      | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| #INDICTMNTS  | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| INDICTED     | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| CONVICTED    | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| AQUITTED     | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| DISMISSED    | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| NOLLE PROS   | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| FUGITIVE     | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| FORF-MIT     | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| FORF-B/B     | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| PENALTY-LOSS | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| PENALTY-MIT  | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| PENALTY-DOM  | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| SEIZURE-LOSS | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| SEIZURE-DOM  | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| RECOVERD OTH | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| DUTY         | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| FINE         | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |
| OTHER        | 1  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 2  | 1  | 1  | 1  | 1  | 17  |

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## OPTION 4 STATISTICS BY PERIOD

-----  
 OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
 041387  
 06:28:14 CASE STATISTICS REPORT 04 -- ENFORCEMENT STATISTICS  
 NUMBER OF CASES, FYTD, FOR BOSTON BY PERIOD PAGE

|              | -----PERIODS----- |      |      |      |      |      |      |      |      |      |      |
|--------------|-------------------|------|------|------|------|------|------|------|------|------|------|
| ENF STATS    | 8701              | 8702 | 8703 | 8704 | 8705 | 8706 | 8707 | 8708 | 8709 | 8710 | FYTD |
| ARRESTS      | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| #INDCTMNTS   | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| INDICTED     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| CONVICTED    | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| AQUITTED     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| DISMISSED    | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| NOLLE PROS   | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| FUGITIVE     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| FORF-MIT     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| FORF-B/B     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| PENALTY-LOSS | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| PENALTY-MIT  | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| PENALTY-DOM  | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| SEIZURE-LOSS | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| SEIZURE-DOM  | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| RECOVERD OTH | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| DUTY         | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| FINE         | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| OTHER        | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |

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 SAMPLE DATA - FOR DISPLAY ONLY

## OPTION 5 CASE STATISTICS BY PERIOD (AGENT BREAKDOWN)

-----  
 OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
 051387 PAGE  
 09:05:20 CASE STATISTICS REPORT 05 -- ENFORCEMENT STATISTICS  
 NUMBER OF CASES, FYTD, FOR BOSTON BY PERIOD (AGENT BREAKOUT)  
 AGENT NO: 221113333 AGENT NAME: JOHN SMITH

| ENF STATS    | -----PERIODS----- |      |      |      |      |      |      |      |      |      | FYTD |
|--------------|-------------------|------|------|------|------|------|------|------|------|------|------|
|              | 8701              | 8702 | 8703 | 8704 | 8705 | 8706 | 8707 | 8708 | 8709 | 8710 |      |
| ARRESTS      | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| #INDICTMNTS  | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| INDICTED     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| CONVICTED    | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| AQUITTED     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| DISMISSED    | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| NOLLE PROS   | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| FUGITIVE     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| FORF-MIT     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| FORF-B/B     | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| PENALTY-LOSS | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| PENALTY-MIT  | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| PENALTY-DOM  | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| SEIZURE-LOSS | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| SEIZURE-DOM  | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| RECOVERD OTH | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| DUTY         | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| FINE         | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |
| OTHER        | 1                 | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 1    | 10   |

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 SAMPLE DATA - FOR DISPLAY ONLY



## OPTION 6 NUMBER OF ARRESTS, CASE BY PERIOD (AGENT BREAKDOWN)

-----  
OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
071387  
01:26:50 CASE STATISTICS REPORT 06 -- ARRESTS, CASE BY PERIOD PAGE  
NUMBER OF CASES, FYTD, FOR BOSTON  
AGENT: RUBBLE, BARNEY J 221113333

-----PERIODS-----  
CASE NUMBR 8701 8702 8703 8704 8705 8706 8707 8708 8709 8710 FYTD  
-----  
B003B5CB002 1 1 2 2 3 3 5 5 6 7 50  
B003B5CB001 1 1 2 2 3 3 5 5 6 7 50  
B003B5CB003 1 1 2 2 3 3 5 5 6 7 50  
B003B5CB004 1 1 2 2 3 3 5 5 6 7 50  
B003B5CB005 1 1 2 2 3 3 5 5 6 7 50  
B003B5CB006 1 1 2 2 3 3 5 5 6 7 50  
TOTAL 10 11 12 12 18 18 30 30 36 42 300

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SAMPLE DATA - FOR DISPLAY ONLY

OPTION 7    STATS/HOURS BY PERIOD

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
112887 PAGE  
03:30:30 CASE STATISTICS REPORT 07 -- STATS/HOURS BY PERIOD  
NUMBER OF CASES, FYTD, FOR BOSTON

[illegible][illegible]

## OPTION 8 CASE BY HOURS AND ENFORCEMENT STATS.

-----  
 OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
 093087 PAGE  
 04:45:20 CASE STATISTICS REPORT 08 -- CASE BY HOURS/STATS  
 NUMBER OF CASES, FYTD, FOR BOSTON

| CASE NUMBER | HOURS | ARREST | #IND | IND | CONV | AQUIT | DISM | N/P | FUG | SEIZURE/<br>PENALTY |
|-------------|-------|--------|------|-----|------|-------|------|-----|-----|---------------------|
| B003C5DB001 | 321   | 1      | 1    | 1   | 1    | 2     | 2    | 0   | 0   | 1 3                 |
| B003C5DB002 | 321   | 1      | 1    | 1   | 1    | 2     | 2    | 0   | 0   | 1 3                 |
| B003C5DB003 | 321   | 1      | 1    | 1   | 1    | 2     | 2    | 0   | 0   | 1 3                 |
| B003C5DB004 | 321   | 1      | 1    | 1   | 1    | 2     | 2    | 0   | 0   | 1 3                 |
| B003C5DB005 | 321   | 1      | 1    | 1   | 1    | 2     | 2    | 0   | 0   | 1 3                 |
| B003C5DB006 | 321   | 1      | 1    | 1   | 1    | 2     | 2    | 0   | 0   | 1 3                 |
| B003C5DB007 | 321   | 1      | 1    | 1   | 1    | 2     | 2    | 0   | 0   | 1 3                 |
| B003C5DB008 | 321   | 1      | 1    | 1   | 1    | 2     | 2    | 0   | 0   | 1 3                 |
| TOTAL       | 2568  | 8      | 8    | 8   | 8    | 16    | 16   | 0   | 0   | 8 24                |

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 SAMPLE DATA - FOR DISPLAY ONLY

## OPTION 9 DETAILED LISTING OF STATISTICS RECORDS (CASE SUB TOTALS)

-----  
 OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
 021487 PAGE  
 04:02:01 CASE STATISTICS REPORT 09 -- DETAILED STATS (CASE/  
 NUMBER OF CASES, FYTD, FOR BOSTON SUBJECT BREAKOUT) -  
 CASE: B013C5JB0012 TITLE: MICHAEL CORLEONE, ET AL  
 AGENT: JOHN SMITH STATUS: OPEN DATE OPENED: 10/21/86  
 SUBJECT: MICHAEL CORLEONE

| VIOLATION   | STATISTIC         | TYPE# | #ITMS | COMM | UN   | AMOUNT | \$VALUE | DATE | 151 | # |
|-------------|-------------------|-------|-------|------|------|--------|---------|------|-----|---|
| 21USC841    | SEIZURE (DOM VAL) | 1     | COC   | GM   | 2132 | 102986 |         |      |     |   |
| 87BI0000122 |                   |       |       |      |      |        |         |      |     |   |

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 SAMPLE DATA - FOR DISPLAY ONLY

### (3) CASE FOLDER (CM54)

Case Folder is akin to a table of contents for a case. If you wish to view the details of a case and all the records and reports linked to that case, accessing this module is a fast way of doing this.

To display the TECS II CASE FOLDER screen as shown below, enter 'CM54' on the TECS II CASE MANAGEMENT MAIN MENU or enter '3' on the RETRIEVE CASE DATA MENU:

```
-----  
08:23                TECS II CASE FOLDER                112587 T2MC5401  
                                                           T2PC54
```

NUMBER OF A CASE FOR CASE FOLDER RETRIEVAL: \_\_\_\_\_  
SELECT A LIST OF CASES ELIGIBLE FOR VIEWING: \_\_\_\_\_

ENTER CASE NUMBER OR "X", PRESS ENTER

(PF1 = HELP) (PF3 = MAIN MENU) (PF4=PREVIOUS MENU)  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

Please note that this screen can also be accessed from the TECS II MAIN MENU, to the RETRIEVE CASE DATA MENU, to the CASE FOLDER screen. The cursor is positioned at the first field position of NUMBER OF A CASE FOR CASE FOLDER RETRIEVAL field.

If you enter a case number with invalid values, a highlighted error message is displayed:

'SPECIFIED CASE DOES NOT EXIST'

# USER'S MANUAL

'NOT UNAUTHORIZED TO VIEW CASE FOLDER FOR SELECTED CASE'

You may also select the option of viewing a list of cases for which you are eligible. To view case folders by placing an "X" in the field following the SELECT A LIST OF CASES ELIGIBLE for viewing field. The following screen will be displayed:

PRESS PF24 TO DELETE THE CASE  
 (PF1/PF2=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF5=RESTORE) (PF14=CASE LIST)  
 LINE 18 COL 74

- o Originating Officer Data
- o Group
- o Significant
- o Organized Crime
- o Special Equipment
- o Accepted for Prosecution
- o Summary

09:07        TECS II - LIST OF RELATED RECORDS        120387    T2MR91

ENTER A 'V' IN FRONT OF THE RECORD YOU WANT TO VIEW AND PRESS ENTER

LINE 6 COL 2

The above Case Folder screen lists the various records which are linked to the case. To view these records, you must enter an 'V' next to the record you wish to view and press ENTER. That particular record is then displayed. Please note that the Case Folder module only allows the user to view information, not modify, delete or add it.

You may page through these documents, return to the previous screen and select another document for viewing by pressing PF4 or press PF3 to return to the TECS II MAIN MENU.

#### (4) CASE HOURS REPORTS (CM53)

To access the TECS II CASE HOUR REPORTS MENU, you must enter 'CM53' in the CODE field on the TECS II SUBSYSTEM FOR CASE MANAGEMENT screen or '4' on the RETRIEVE CASE DATA MENU. The CASE HOURS REPORTS MENU is then displayed as shown below:

(Refer to the discussion on Report Retrieval in the Multicase Statistics portion of this section)

```
-----
07:45          TECS II CASE HOURS REPORTS MENU          072487 T2MC53
                                                    T2PC53
```

#### CASE HOURS REPORTS FOR: JX JACKSONVILLE

1. TOTAL HOURS FOR CASE BY PERIOD
2. TOTAL HOURS FOR AGENT BY PERIOD
3. TOTAL HOURS FOR CATEGORY BY PERIOD
4. HOURS FOR CASE BY TYPE-HOURS
5. HOURS FOR AGENT BY TYPE-HOURS
6. HOURS FOR CASE BY TYPE-HOURS WITH SUB-TOTALS BY AGENT
7. HOURS FOR AGENT BY TYPE-HOURS WITH SUB-TOTALS BY CASE
8. HOURS FOR CATEGORY BY CLASS
9. HOURS FOR AREA BY CLASS
10. REPORT GENERATOR

ENTER CHOICE: \_

```
          (PF1 = HELP)          (PF3 = MAIN MENU)          (PF4 = PREV MENU)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
```

A summary of the reports is listed below:

- 1 Period total of all case hours reported against cases in an office by the reporting periods of the fiscal year.

- 2 Agent total hours reported by the agents in an office against the current fiscal year reporting periods.
- 3 Total hours reported against enforcement categories in the user's office during the current fiscal year reporting periods.
- 4 Types of hours in the current fiscal year reported against each case in that office.
- 5 Total types of hours reported by agents in the user's office in the current fiscal year.
- 6 For each of the agents in the user's office, the total types of hours reported against each of the cases the officer or agent worked on.
- 7 For each of the cases in the user's office, the total types of hours reported by the agents against the given case in the current fiscal year.
- 8 Total hours recorded against enforcement categories based on the class of the case in the current fiscal year.
- 9 Total hours recorded against enforcement areas based on the class of the case in the current fiscal year.
- 10 Ad-hoc report

The cursor is positioned on the ENTER CHOICE field. Enter a valid option number and press ENTER. A highlighted post-processing message is displayed stating that the selected report has been submitted:

'REPORT REQUEST SUBMITTED'

(Please note that these reports are summaries of information at the user's office level. These are available to anyone in that office.)

The cursor is returned to the ENTER CHOICE field and a unique user ID is also displayed. You may now repeat the process for the remaining options. To view the generated batch reports online use the unique REPORT ID which is displayed after a successful execution in the REPORT RETRIEVAL transaction, SS63. Refer to SS SYSTEM SUPPORT for further information.

Samples of the resulting report formats are shown on the following pages.



## OPTION 1 TOTAL HOURS FOR CASE BY PERIOD

```

-----
OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
07:31              TECS II CASE HOURS REPORTS      062187 T2MC53
                                                    T2PC53

```

## CASE HOURS REPORT 1 -- CASE BY PERIOD

```

-----PERIODS-----
CASE NUMBR 8701 8702 8703 8704 8705 8706 8707 8708 8709 8710 FYTD
-----
AE01BR7AE011 12  12  12  12  12  12  12  12  12  12  120
AE07DJ7LE007 12  12  12  12  12  12  12  12  12  12  120
TOTAL      24   24   24   24   24   24   24   24   24   24  240

```

```

OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
SAMPLE DATA - FOR DISPLAY ONLY

```

## OPTION 2 TOTAL HOURS FOR AGENT BY PERIOD

```

-----
OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
03:25              TECS II CASE HOURS REPORTS      051487 T2MC53
                                                    T2PC53

```

## CASE HOURS REPORT 2 -- AGENT BY PERIOD

```

-----PERIODS-----
AGENT NUMB 8701 8702 8703 8704 8705 8706 8707 8708 8709 8710 FYTD
-----
345123212   12   12   12   12   12   12   12   12   12   12  120
228781234   12   12   12   12   12   12   12   12   12   12  120
220022200   12   12   12   12   12   12   12   12   12   12  120
TOTALS      36   36   36   36   36   36   36   36   36   36  360

```

```

OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
SAMPLE DATA - FOR DISPLAY ONLY

```

## OPTION 3 TOTAL HOURS FOR CATEGORY BY PERIOD

```

-----
OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
06:30              TECS II CASE HOURS REPORTS      012687  T2MC53
                                                    T2PC53

```

## CASE HOURS REPORT 3 -- CATEGORY BY PERIOD

```

-----PERIODS-----
CATEGORY  8701  8702  8703  8704  8705  8706  8707  8708  8709  8710  FYTD
-----
  01       12   12   12   12   12   12   12   12   12   120
  02       12   12   12   12   12   12   12   12   12   120
  03       12   12   12   12   12   12   12   12   12   120
TOTAL      36   36   36   36   36   36   36   36   36   36   360

```

```

OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
SAMPLE DATA - FOR DISPLAY ONLY

```

## OPTION 4 HOURS FOR CASE BY TYPE-HOURS

```

-----
OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
04:45              TECS II CASE HOURS REPORTS      051787  T2MC53
                                                    T2PC53

```

## CASE HOURS REPORT 4 -- CASE BY TYPE HOURS

```

CASE NUMBER      REG      AUO      FEPA      TOTAL
-----
AE01BR7AE011      87       13        0       100
AE07DJ7LE007      87       13        0       100
AE07CK7AE001      87       13        0       100
AE11KM7AE002      87       13        0       100
AE05PR7AE008      87       13        0       100
TOTAL             435       65        0       500

```

```

OFFICIAL USE ONLY  --  TECS II INFORMATION  --  OFFICIAL USE ONLY
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
SAMPLE DATA - FOR DISPLAY ONLY

```

## OPTION 5 HOURS FOR AGENT BY TYPE-HOURS

-----  
OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
08:17 TECS II CASE HOURS REPORTS 081487 T2MC53  
T2PC53

## CASE HOURS REPORT 5 -- AGENT BY TYPE HOURS

| AGENT NO. | AGENT NAME       | REG | AUO | FEPA | TOTAL |
|-----------|------------------|-----|-----|------|-------|
| 227872221 | JUNGLE, GEORGE F | 22  | 12  | 22   | 56    |
| 220202201 | GARDNER, JOHN P  | 22  | 12  | 22   | 56    |
| 234567890 | PUBLIA, PAULO P  | 22  | 12  | 22   | 56    |
| TOTAL     |                  | 66  | 36  | 66   | 168   |

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/  
SAMPLE DATA - FOR DISPLAY ONLY

## OPTION 6 HOURS FOR CASE BY TYPE-HOURS (SUB-TOTALS BY AGENT)

-----  
07:46 TECS II CASE HOURS REPORTS 092587 T2MC53  
T2PC53

## CASE HOURS REPORT 6 -- CASE BY TYPE HOURS (AGENT SUBTOTAL)

AGENT ID: 223121456 NAME: JUNGLE, GEORGE F

| CASE NUMBER  | REG | AUO | FEPA | TOTAL |
|--------------|-----|-----|------|-------|
| AE01BR7AE011 | 8   | 9   | 0    | 17    |
| AE07DJ7LE007 | 8   | 9   | 0    | 17    |
| AE07CK7AE001 | 8   | 9   | 0    | 17    |
| AE11KM7AE002 | 8   | 9   | 0    | 17    |
| AE05PR7AE008 | 8   | 9   | 0    | 17    |
| TOTAL        | 40  | 45  | 0    | 85    |

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/  
SAMPLE DATA - FOR DISPLAY ONLY

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
08:21 TECS II CASE HOURS REPORTS 092187 T2MC53  
TCPC53

CASE NUMBER: AE01BR7AE011 TITLE: B,Y BADGUY ET AL

|                             |    |    |    |     |
|-----------------------------|----|----|----|-----|
| SUB-TOTAL FOR: AE01BR7AE011 | 36 | 36 | 36 | 108 |
|-----------------------------|----|----|----|-----|

### OPTION 8 HOURS FOR CATEGORY BY CLASS

[illegible]

| CATEGORY | I   | II  | III | FORMAL | PRE | GEN | NON | INF | TOTAL |
|----------|-----|-----|-----|--------|-----|-----|-----|-----|-------|
| 01       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 02       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 03       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 04       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 05       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 06       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 07       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 08       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 09       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 10       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 11       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 12       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| 13       | 10  | 10  | 10  | 30     | 5   | 5   | 5   | 15  | 45    |
| TOTAL    | 130 | 130 | 130 | 390    | 65  | 65  | 65  | 195 | 585   |

OFFICIAL USE ONLY -- TECS II INFORMATION -- OFFICIAL USE ONLY  
 /~~~~~  
 SAMPLE DATA - FOR DISPLAY ONLY

INSERT INDEX VI (GENERAL QUERY)

1

1

## GQ - GENERAL QUERY

### OVERVIEW

The GENERAL QUERY (GQ) sub-system in TECS II allows users to query and display source documents in the TECS II database. The query and display process is very similar to that used for SUBJECT QUERY (SQ), except the target records in SQ are known as source documents in GQ.

This section will focus on the procedures for querying 4 types of source documents: Intelligence Documents (including MOIRs); Reports of Investigation (ROI); Search/Arrest/Seizure Reports (SAS); and Office of Enforcement cases. Two other functions available within this sub-system are Electronic Surveillance Queries, and Text Retrieval which will be added at a later date.

As mentioned, General Query is much like Subject Queries. You select the type of document you wish to query from a menu. A query screen for that document will then display. You will fill-in fields on that screen with your search criteria and press the ENTER key. The system will then search for the records matching your criteria. Any matching record will be displayed on a "Hit List" from which you can select a document for viewing.

### SPECIAL NOTE:

Review the section on SUBJECT QUERY and become familiar with the procedures before reading this section. Since SUBJECT QUERY is very similar to GENERAL QUERY and contains many of the same functions there are references to the SQ sub-system throughout this section. Also, the common functions of SQ are discussed in detail within that section and will not be repeated for the GQ processes.

### ACCESSING GENERAL QUERY

The GENERAL QUERY sub-system menu may be accessed from the TECS II MAIN MENU by typing GQ in the CODE field and pressing ENTER. An example of the MAIN MENU where GQ is entered, is displayed as follows:

```
-----
13:44          TECS II MAIN SYSTEM MENU          010288  T2MU0201
                                                    T2PS0202
```

```
          CODE          DESCRIPTION
          GQ            GENERAL QUERY
```

```
CODE: * GQ  KEYID: _____
          PRESS PF10 TO CHECK FOR UNVIEWED EMAIL MESSAGES
```

```
          PRESS PF2 TO VIEW DAILY NEWS
```

```
(PF1=HELP)                                (PF10=EMAIL)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
```

Once GQ is entered on the MAIN MENU, the GQ SUB-SYSTEM MENU displays as shown below:

```
-----
13:45          TECS II SUBSYSTEM FOR GENERAL QUERY  010288  T2MU0402
                                                    T2PS0408
```

| ACCESS<br>CODE | DESCRIPTION     | ACCESS<br>CODE | DESCRIPTION       |
|----------------|-----------------|----------------|-------------------|
| GQ01           | INTEL DOCUMENTS | GQ03           | REPORT OF INVES.  |
| GQ04           | SAS REPORTS     | GQ05           | CASE RECORD       |
| GQ06           | ELECT. SURVEIL. | GQ08           | BRS TEXT RETREIV. |

```
CODE: * _____ KEYID: _____
```

```
(PF3=MAIN MENU)                                (PF4=PREV MENU)
END OF SUB-SYSTEM MENU
```

```
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
```



From this sub-system menu you can select the query desired to use by typing the 4 character code in the CODE field and press ENTER. The query screen for the selected type of source document will then display. (Note - GQ08 will not display a query screen. It will take you directly to the Text Retrieval System).

It is not necessary to go to the GQ sub-menu to access these queries. If you wish, you may type the 4 character code of the desired query directly onto the MAIN MENU. This will by-pass the sub-menu and display the specified query screen.

#### GQ QUERY SCREENS - OVERVIEW

The appropriate query screen will display for your use depending on the code entered. Each of the screens is covered in detail in the following paragraphs. In general, the screens have 3 options.

The first option is a search for a specific record using a report number or case number. This is the fastest and most precise query. It may not be used in conjunction with any other search criteria. The fields for querying on report or case number are located at the top of the query screens. In most cases, a "wildcard" (?) is available to allow you to search on the first portion of a report number.

The second option is to use one or more of the search criteria fields located in the middle of the screen. These fields allow you to search for groups of records based on descriptive data such as region, office, commodity, etc. Multiple fields may be filled-in to search for records matching the combined criteria. It is important to remember when using multiple query fields that only those records containing all of the specified criteria will be returned as matches.

Many of the query fields have multiple entry fields for entering more than one value. For example, the Intelligence Document Query screen has 5 entry fields for "Country Code" which appear like this:

COUNTRY CODE: \_\_ OR \_\_ OR \_\_ OR \_\_ OR \_\_

The "OR"s indicate that the system will search for all records with the first Country Code or the second Country Code or the third Country Code, etc. This is different from the logic used when multiple query fields are filled-in as described in the previous paragraph. The logic used for those queries requires that a matching record contain the first query value etc.

To illustrate this logic, assume that you filled-in DISTRICT with "18", PORT with "08" and two of the Country Codes with "US" and "MX" on the Intelligence Document Query. The system would find matching records only if they were from Orlando (DISTRICT/PORT 1808) and they involved the United States or Mexico.

The third option on the query screen is to use the "Optional Search Limiting Fields" which are located at the bottom of the screens. These fields may not be used by themselves as search criteria, but they may be used to limit or modify the criteria specified in the search criteria fields (middle of the screen). These fields may not be used to limit report/cases number queries.

To use the query screens simply type your search criteria into the desired fields using the TAB key to move from one field to the next. If no matching records are found, a message will display saying "NO MATCH FOUND". You can then modify your query and try again or return to the menu system by pressing PF3 or PF4.

If matching records are found, they will be listed on the "DOCUMENT QUERY RESULTS (HIT LIST)" screen. You can select the listed records from this screen for viewing in the same manner as the Subject Record Hit List. As with subject records, a maximum of 140 records will be listed for any query. To return to the query screen from the Hit List, press the PF4 key.

In some situations, you may receive the message "QUERY ENDED DUE TO EXCESSIVE DATABASE RECORDS". This occurs when you have specified multiple search criteria and/or optional search limiters. In these situations the system may need to "read" a large number of records to compare them to your search criteria and to each other. A limit has been set on this process to prevent degraded service to other users. If you receive this message, you should modify your query by removing some of the criteria and try again.

When you press the ENTER key on your query, the system will retain your entered search criteria in the fields on the query screen. If you then return to the query screen for another query, you can modify your query without needing to re-type your criteria. However, you will need to remove any existing values that you do not want included in your query.

The specific query screens are covered in the following paragraphs. "HELP" is available for each screen by pressing the PF1 key. You can also get HELP for each field on the screen by pressing PF2 when your cursor is in the desired field.

## GQ01 INTELLIGENCE DOCUMENTS AND MOIRS

When you enter GQ01 on the MAIN MENU or Sub-system screen the following screen will display for you to enter your query. You can use this screen to search for MOIR's, CF-320's, Intell's, and /or Intell. Studies.

```
-----
13:45      TECS II - INTELLIGENCE DOCUMENT QUERY      010288      T2MQ11
                                           T2PQ11
```

SELECT A SPECIFIC REPORT:\_\_\_\_\_ (USE ? FOR WILDCARD)

OR \*\*\*\* FILL IN AT LEAST ONE SEARCH CRITERION \*\*\*\*

```
CASE NUMBER      : _____ (USE ? FOR WILDCARD)
ORIGINATOR       : _____
OFFICE CODE      : _____ DISTRICT:_____ PORT :_____
COMMODITY CODE   : _____ OR _____ OR _____ OR _____
COUNTRY CODE     : _____ OR _____ OR _____ OR _____
PROGRAM CODE     : _____ OR _____ OR _____ OR _____
CATEGORY         : _____ OR _____ OR _____ OR _____
```

\*\*\*\* OPTIONAL SEARCH LIMITING FIELDS \*\*\*\*

WHAT TYPE OF SOURCE: AND AND AND  
(A=ALL, 1=MOIR, 2=INTEL, 3=CF-320, 4=INTELLIGENCE STUDY)  
DATES AFTER:\_\_\_\_\_ AND BEFORE:\_\_\_\_\_ (BLANK FOR ALL)

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU)  
(PF4=GENERAL QUERY MENU)

////////////////////////////////////

The following options are available:

1. Select a Specific Report - To search for a specific report, enter a report number in the first query field. The report number is the standard Customs number used to uniquely identify MOIR's and Intelligence documents. The format for these numbers is, "YYXDDPPNNNN" where:

```
YY = year entered (e.g., "88")
X = type of report (M=MOIR, I=CF320, J=INTEL STUDY,
                  K=INTEL RECORD)
DD = District (e.g., "01")
PP = Port (e.g., "01")
NNNN = Control number (e.g., "00123")
```

For example, the 25th MOIR for Fiscal Year 1988 from Orlando would have report number, "88M18080025".

You may use a wildcard character ("?",) with this field to search on a partial report number. To do this, enter the first part of the report number immediately followed by "?" which is the wildcard character. For example, "88M1808" would find all of the 1988 MOIRs for Orlando.

2. Fill in Search Criteria - Use this portion of the screens to search for MOIRs or Intelligence Documents based on one or more of the following query fields.

CASE NUMBER - Use this field to specify those records with Office of Enforcement case numbers. The format of the case number is "AACCSXYOONNN", where:

- AA = Office running the case (e.g., "JX")
- CC = Category (e.g., "13")
- S = Sub-category (e.g., "A")
- X = Source (e.g., "R")
- Y = Fiscal Year (e.g., "8" for 1988)
- OO = Originating office (e.g., "JX")
- NNN = Sequence number (e.g., "001")

For example, "JX13J8LA001" is a Jacksonville case (JX) on cocaine smuggling (13C) referred by DEA (J), for FY 1988, originated by Los Angeles, and it is the first case for that category in FY 1988 in LA.

You can use the wildcard (?) feature with case numbers.

ORIGINATOR - Use this field to find records originated by a particular individual. Enter his 9 character user-id.

OFFICE CODE - Use this field to search for records with a specific OE office code. For example, "JX" for Jacksonville.

DISTRICT - This field is used to find records by their 2 character District code. For example, "18" for the Tampa District.

PORT - Use this field to search for a 2 digit Port code in conjunction with the District code. The District code may be searched by itself but not the Port code. Using the 2 fields together will locate a specific Port. For example, "1808" will find all documents originating by the Port of Orlando in the Tampa District.

COMMODITY CODE - There are five commodity fields separated by "OR(S)" to allow you to search on up to 5 commodity codes. Any one of the codes can produce a match. The valid commodity codes include the 3 character codes developed for Customs use (e.g., "MAR" for marijuana) and the 5 digit TSUSA codes.

COUNTRY - Use this field to find records based on the source country or the country related to the incident being reported. Use the standard 2 character country codes. You can search on up to 5 different country codes.

PROGRAM - Use this field to search for reports based on their 3 character program code (e.g., "062" for EXODUS). There are fields for up to 5 different program codes.

CATEGORY - enter the 2 character OE category code or 3 character category/sub-category code in this field or another means of locating records. The category codes provide a broader search (e.g., "13" for narcotics smuggling) while the category/sub-category combined code is more specific (e.g., "13C" for narcotics smuggling - cocaine). There are blanks for up to 5 different category or category/sub-category codes.

### 3. Optional Search Limiting Fields

These fields may only be used to limit or modify queries performed with the search criteria portion of the screen. They may not be used as independent query fields. The fields are:

TYPE OF SOURCE - Use this field to limit your search to only MOIR's and or one or more of the Intelligence documents. There are 4 fields that allow you to specify up to 4 types:

- A = All types (this is the default)
- 1 = MOIR's
- 2 = Intell Records
- 3 = CF-320's
- 4 = Intell Studies

DATES - There are 2 date fields: AFTER and BEFORE. Use AFTER to limit your search to records entered on or after the entered date. Use BEFORE for records entered on or before the specified date. You may fill in both dates to specify a range. The dates must be entered in "MMDDYY" format (e.g., "122587").

## GQ03 REPORT OF INVESTIGATION

The query screen selected with GQ03 is used to search for OFFICE of Enforcement Report of Investigation (ROI). The screen is shown below:

```
-----
13:46      TECS II - REPORT OF INVESTIGATION QUERY    010288  T2MQ13
                                           T2PQ13
```

SELECT A SPECIFIC ROI BY:

CASE NUMBER: \_\_\_\_\_ (USE ? FOR WILDCARD)  
ROI NUMBER: \_\_\_\_\_

OR \*\*\*\* FILL IN AT LEAST ONE SEARCH CRITERION \*\*\*\*

```
CASE NUMBER      : _____ (USE ? FOR WILDCARD)
REGION           : _____ OR _____
OFFICE CODE      : _____ OR _____ OR _____
PROGRAM CODE     : _____ OR _____ OR _____ OR _____
RELATED CASE     : _____ OR _____ OR _____
(WILDCARD ?)    : _____ OR _____
```

\*\*\*\* OPTIONAL SEARCH LIMITING FIELDS \*\*\*\*

```
DATES AFTER      : _____ AND BEFORE: _____ (BLANK FOR ALL)
CASE STATUS      : _____ OR _____
ROI TYPE         : _____ OR _____ OR _____ OR _____
```

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU)  
(PF4=GENERAL QUERY MENU)

```
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

There are 3 parts to the screen, each of which is discussed in the following paragraphs.

### 1. Select a Specific ROI

To select a specific ROI, fill-in the case number and 3 digit sequential report number which, together, form the unique ROI number. For example, "JX13CR8JX001001" is an ROI number for the first ROI under case number JX13R8Jx001. You may also leave off the report number to search on the case number alone to find all of the ROIs for a case. Further, you may use a wildcard (?) with the first part of a case number to get all ROI's with case numbers beginning with the entered portion. For example, "JX13C?" will locate all ROI's with case numbers beginning with "JX13C" (e.g., all cocaine smuggling cases from Jacksonville).

You may not use the 3 digit report number portion of the ROI number by itself. Also, if you are searching on the case number/ROI number for a specific ROI, the rest of the fields on this screen will be ignored.

## 2. Search Criteria

Use this part of the screen to select ROI's by entering one or more values in the fields. If multiple fields are used in combination (e.g., REGION and PROGRAM), only those ROI's containing both values will match. The last part of the screen may be used to limit or modify the search specified by your criteria.

The following are descriptions of the query fields to use in specifying your search criteria:

CASE NUMBER - Use this field in the same manner at the field at the top of the screen to find ROI's for a specific case. You may also use a wildcard (?) with this field.

REGION - Use this field to specify ROI's from a particular region. Use the 2 character alphabetic Region Codes. There are 2 Region Code fields that allow you to search on 2 different Region codes, if desired. ROI's with either Region code will match.

OFFICE CODE - Use this field to find ROI's from the specified OE office(s). The standard 2 character OE office codes should be used. Three fields are provided to allow you to use up to 3 different office codes. ROI's with any of the 3 codes will match.

PROGRAM CODE - Use this field to specify the 3 digit program or project code ("062" for EXODUS, for example). The standard program codes from chapter 37 of the Agent's Handbook are used. Five fields are provided for searching on up to 5 different codes. ROI's with any of the 5 program codes will match.

RELATED CASES - Use this field to search for ROI's containing the related case numbers specified. The related cases are in the same format as the standard case number. Also, a wildcard (?) may be used with the related case numbers. There are 6 fields that allow you to specify up to 6 different related case numbers. ROI's with any of the 6 numbers will match.

## 3. Optional Search Limiting Fields

Use this portion of the screen to limit or modify the results of the search specified by your entries in the "search criteria" part of the screen. You may not use any of the limiting fields by themselves or to modify specific ROI number searches. The fields in this section are described below:

DATES - use the "AFTER" and/or "BEFORE" dates to limit your search to only those ROI's entered before, after or on the specified date. If both date fields are filled in, they will act as a range of dates for the search. The dates are inclusive; the specified date will be included as a match.

Enter the date(s) in "MMDDYY" format. For example, "122587".

CASE STATUS - Use this field to limit your search to a specific status code from the ROI. For example, "I" for Initial Report. There are 2 fields to allow you to specify 2 different status codes; either one will match.

ROI TYPE - Use this field to limit your search to ROI's with specific Type codes. For example, "B" for a background check. There are 5 fields to specify up to 5 different type codes; any of the 5 will produce a match.

#### GQ04 SAS REPORTS

When GQ04 is selected from the GENERAL QUERY SUBSYSTEM screen, it is the S/A/S DOCUMENT QUERY screen that displays to search for SEARCH/ARREST/SEIZURE (SAS) reports as shown below:

```

-----
13:46          TECS II - S/A/S DOCUMENT QUERY          010288      T2MQ14
                                           T2PQ14
SELECT A SPECIFIC REPORT:_____ (USE ? FOR WILDCARD)
OR FDIN:_____

OR **** FILL IN AT LEAST ON SEARCH CRITERION ****

OE CASE NUM:_____ (USE ? FOR WILDCARD)
REGION      :_____ DISTRICT:_____ PORT:_____
CONVEYANCE TYPE: _   CONCEA;CONCEALMENT CODE:___

COMMODITY CODE : _____
AND COMDTY CODE : _____
OR COMTY CODE  : _____
OR CMDTY CODE  : _____

-----
**** OPTIONAL SEARCH LIMITING FIELDS ****
-----
DATES AFTER    :_____ AND BEFORE:_____ (BLANK FOR ALL)
ACTION        :_____ (Z=SEIZURE A=ARREST S=SEARCH)
FDIN Y/N      :_____

(PF1=HELP)  PF2=FLD HELP)  (PF3=MAIN MNEU)  (PF4=GENERAL QUERY
MENU)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/

```



There are 3 parts to this screen which are discussed in the following paragraphs:

1. Select a Specific Report -

Use this to select a specific SAS report based on the Report (seizure) number or the FDIN. The Report number has the format "YYDDPPNNNNVV" where:

YY = the year of the SAS (e.g., "88" for 1988)  
DD = the seizing district (e.g., "18" for Tampa)  
PP = the seizing port (e.g., "08" for Orlando)  
NNNNN = Sequential control number (e.g., "00123")  
VV = the 2 digit sequential violator number (e.g., "01")

You must enter the full seizure number (including the violator number) to match a specific SAS. However, you can use the wildcard character "?" to find all SAS reports beginning with part of a seizure number. For example, "881808?" will return all of the reports beginning with "881808"; in other words, all of the 1988 SAS reports for Orlando.

You may also use the FDIN (Federal Drug Identification Number) to find specific SAS reports. A FDIN is assigned by DEA as a unique identifier for all drug seizures. The format of the FDIN is the 2 digit year followed by a 6 digit sequence number. For example, "8800123".

If either of both of the fields on this portion of the screen is used, any other fields on the screen are ignored.

2. Search Criteria -

The middle of the query screen contains fields for the entry of one or more criteria to identify SAS reports. If multiple fields are used (e.g., District and Conveyance), only those SAS reports containing values will be returned as a match. You may also use the fields at the bottom of the screen to limit or modify your search criteria. The Search criteria fields are described below:

OE CASE NUM - Use this field to query on Office of Enforcement (OE) Case Numbers. All SAS reports entered by OE agents will have case numbers. The format for the case number is "AACCSXYOONNN" where:

AA = Office running case (e.g., "JX" for Jacksonville)  
CC = Category (e.g., "13" for narcotics)  
S = Sub-category (e.g., "C" for cocaine)  
X = Source (e.g., "J" for DEA referral)

Y = Fiscal Year (e.g., "8" for 1988)  
oo = Originating office (e.g., MI for Miami)  
nnn = 3 digit sequence number (e.g., "001")

You may use the wildcard character (?) to search on the first portion of the case number. For example, "JX13CJ?" will find all of the SAS reports with case numbers beginning with "JX13CJ" (Jacksonville cocaine smuggling cases referred by DEA).

REGION - described previously. (See GQ03).

DISTRICT - Use this field to find SAS reports from a particular seizing district. Use the standard 2 character number district codes (e.g., "23" for Laredo). You may want to use this field in conjunction with the next field (PORT) to search for a specific PORT within a district.

PORT - Use this field in conjunction with the DISTRICT field to select a particular PORT. You may not search on the Port field by itself; it must be used in combination with the DISTRICT field to form a specific 4 character numeric Port code. For example, "2305" will find the SAS reports for the PORT of Hidalgo in the Laredo district.

CONVEYANCE TYPE - Use this field to search for SAS reports involving a particular type of conveyance. Use the 1 character code specified in "HELP".

CONCEALMENT CODE - Use this field to search for SAS reports involving a particular concealment method. Use the 1 character code specified in "HELP".

COMMODITY CODE - Use this field to find SAS reports with one or more specified seized commodities. There are 4 commodity code fields. The first 2 fields are connected by "AND" meaning that, if they are both used, only those SAS reports containing both specified commodities will match. The last 2 fields are connected by "OR" meaning that they are used to search independently of each other.

If the first and third fields are used, or the first, third and fourth fields, they are all connected by "OR". That is SAS reports containing any of the specified commodity codes will match on the query. If the first 3 fields are used, or all 4 fields the first 2 are connected by "AND", the rest by "OR". For example, filling in the 4 fields with "MAR AND COC OR HAS OR HER" will return all SAS reports containing "MAR" AND "COC" as well as those containing "MAR", "HAS" or "HER".

The valid commodity codes are a combination of the 3 character codes developed for Customs use (e.g., "MAR" for marijuana) and the standard 5 digit TSUSA code.

### 3. Optional Search Limiting Fields -

The fields in this section may be used to limit or modify the query parameters specified by your Selection Criteria. These limiting fields may not be used by themselves nor as limiters for queries on the SAS number or FDIN. The fields in this section are covered below:

**DATES** - Use these fields to limit your search to those SAS reports entered after or before the specified dates. You may fill in both date fields to specify a range of entry dates or you may use either date fields by itself. In all cases, the search will include the specified date(s).

You must enter the dates in "MMDDYY" format. for example, "122587".

#### GQ05 CASE RECORDS

The GQ05 Case Record option is used to search for Office of Enforcement (OE) cases as shown below:

```
-----
10:15      TECS II - CASE RECORD QUERY      011188      T2MQ15
                                           T2PQ15

SELECT A SPECIFIC CASE BY
      CASE NUMBER: _____ (USE ? FOR WILDCARD)

      OR **** FILL IN AT LEAST ONE SEARCH CRITERION ****

OFFICE CODE   : ____ OR ____ OR ____
REGION        : ____ OR ____
CAT/SUB/CAT   : ____ OR ____ OR ____ OR ____
SOURCE CODE   : ____ OR ____ OR ____
PROGRAM CODE  : ____ OR ____ OR ____
CLASS         : ____ OR ____ OR ____
GRAOUP CODE   : ____ OR ____ OR ____

      **** OPTIONAL SEARCH LIMITING FIELDS ****

DATES AFTER   : ____ AND BEFORE: ____ (BLANK FOR ALL)

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU)
(PF4=GENERLA QUERY MENU)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\


```

There are 3 parts to this screen which are discussed in the following paragraphs:

### 1. Select a Specific Case -

To find a specific case based on the case number, enter the case number in the CASE NUMBER field using the standard OE Case Number format of "AACCSXYOONNN". (Refer to the GQ04 portion of this section for the description of each fields breakdown.)

The wildcard (?) feature is available to allow you to search on the first part of a case number.

If the Case Number fields are used, all other fields on the screen will be ignored.

### 2. Search Criteria -

As with all Search Criteria portions of the query screens, it is used to search for cases based on one or more criteria. If multiple query fields are used, only those case records containing all of the specified values will match, (note - this only applies to different query fields such as REGION and CLASS. Multiple fields for a single criterion do not require matches on all values). You may also use the fields at the bottom of the screen to limit or modify the query specified by your search criteria.

The search criteria fields are described below:

OFFICE CODE - Use this field to search for cases from a particular office(s). There are 3 fields that allow you to search on up to 3 different office codes. The standard 2 character OE office codes should be used.

REGION - described previously (See GQ03).

CAT/SUB-CAT - Use this field to search for cases bases on the category or category/sub-category code. There are 4 fields that allow you to specify 4 different codes. In each field you may enter either a category code or a combined category/sub-category code. The standard OE codes from Chapter 37 of the Agent's Handbook should be used.

SOURCE CODE - Use this field to find cases based on the Source code. There are 3 fields for you to specify up to 3 different source codes. Use the 1 character alphabetic source codes also defined in chapter 37.

PROGRAM CODE - Use this field to search on the Program or Project code from the case. There are 3 fields for you to specify up to 3 different codes. Use the 3 digit codes from Chapter 37.

CLASS - Use this field to search for cases based on the CLASS of the case. There are 2 fields for you to specify 2 different Class codes, if desired. Use the codes from Chapter 37 (Roman Numerals) for classes I, II, or III or use "PRE" to specify preliminary cases.

GROUP CODE - Use this field to look for cases based on the group performing the case work. There are no standard group codes. This field is probably most useful for cases from your own office where you are familiar with the group identifiers in use. There are 3 groups fields for specifying up to 3 different group codes.

### 3. Optional Search Limiting Fields -

You may modify your search criteria by using the DATE fields in this portion to limit your query to only those cases entered after or before the specified date(s). You may enter both dates to specify a range of dates or you may enter either the "AFTER" or "BEFORE" dates by themselves. The dates are "inclusive"; for example, if "101080" is entered in the AFTER date fields it will return all cases entered on it after 101080.

Dates must be entered in the "MMDDYY" format. The date fields may not be used by themselves. They may only be used to limit queries made with the search criteria part of the screen.

### HIT LIST - DOCUMENT QUERY RESULTS

If any records are found in response to your query, they will be displayed on the "DOCUMENT QUERY RESULTS" screen, (Hit List). the same Hit List screen is used for all of the Source Document queries (SAS, ROI, etc.). the following example shows the Hit List screen for a SAS query with 93 matches.

T2PO12

PAGE 1

PAGE 1

PLACE A V IN FRONT OF THE RECORD YOU WANT TO VIEW AND PRESS ENTER

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV SCREEN)

(PF8=NEXT SCREEN)

[illegible]

The information displayed for source documents on the Hit List is different from the subject records since different data is available. For source documents, the second line for each record displays the "Topic" of the source document. This is a brief, 1 line description of the source document.

\* NOTE: For cases, the case "TITLE" is displayed on this line.  
The Case Title is usually the name of the primary subject (person  
or business) of the case.

- o Case number or Report Number
- o 4 character "TYPE" of source document (CASE, ROI, SAS, MOIR, 320, or INTEL)
- o 3 character agency/sub-agency of the report originator/owner
- o Last name of the report originator/owner
- o First initial of the report originator/owner
- o Date the record was entered.

## DISPLAYING SOURCE DOCUMENTS

When a record is selected from the Hit List, it will be displayed in a format designed for that particular type of source document. The record display format for each type of source document is shown at the end of this section.

When a source document is displayed, you have the same options as when viewing subject records (with the exception of "sub-records" which do not apply here). You can move back and forth through the screens of a particular record using the PF8 (forward) and PF7 (backward) keys. The PF4 key will return you to the Hit List for selection of another record.

As with subject records, you can press the PF14 key from a record display to view the list of records linked to the source document. This list can contain both subject records and source documents. In fact, the PF14 process is exactly the same as the PF14 process described in the SQ SUBJECT QUERY section.

Please review the SUBJECT QUERY section for detailed discussion of the record display and related record display and related record functions. It is important to understand that, once a record has been queried and selected for viewing, the function of moving from one record to another is universal in TECS II. Only the path into their process is different, i.e., from a subject query or a document query.

The source document display format follows:

```
12:55      TECS II - INTELLIGENCE DOCUMENT QUERY      011588 T2MQ11
                                                    T2PQ11
SELECT A SPECIFIC REPORT:      (USE ? FOR WILDCARD)
```

```

CASE NUMBER      : _____ (USE ? FOR WILDCARD)
ORIGINATOR       : _____
OFFICE CODE      : _____ DISTRICT: _____ PORT: _____
COMMODITY CDE    : _____ OR _____ OR _____
                  _____ OR _____ OR _____
COUNTRY CODE     : _____ OR _____ OR _____ OR _____
PROGRAM CODE     : _____ OR _____ OR _____ OR _____
CATEGORY         : _____ OR _____ OR _____ OR _____

```

WHAT TYPE OF SOURCE:            AND        AND        AND  
(A=ALL, 1=MOIR, 2=INTEL, 3=CF-320, 4=INTELLIGENCE STUDY)  
DATES AFTER :                      AND BEFORE:                      (BLANK FOR ALL)

```

12:56      TECS II - DOCUMENT QUERY RESULTS (HIT LIST) 011588 T2MQ12
                                           T2PQ12
                                1 RECORD WAS RETRIEVED                PAGE 1
RECORD-ID      TYPE OWN OWNERS-NAME      DATE-ENTERED
  LABEL
-----
  88K  00001      INTL COO ARMSTRONGER    H  010488
        TEST CASE FOR INTEL ALERT DISTRIBUTION ON JAN 4, 1988

```

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV SCREEN)  
(PF8=NEXT SCREEN)



```
(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF8=NEXT SCREEN)  
(PF14=LINK LIST) (PF15=PREV LINK LIST) (PF16=PRINT RECORD)  
\\//\\//\\//\\//\\//\\//\\//\\//\\//\\//\\//\\//\\//\\//\\//\\//\\//\\//
```

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF7=PREV SCREEN)
(PF14=LINK LIST) (PF15=PREV LINK LIST) (PF16=PRINT RECORD)
//////////////////////////////////////////////////
```

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN) (PF14=LINK LIST) (PF15=PREV LINK LIST)
(PF16=PRINT RECORD)
```

~~~~~

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN) (PF14=LINK LIST) (PF15=PREV LINK LIST)
(PF16=PRINT RECORD)
```

[illegible]

SELECT A SPECIFIC ROI BY:
CASE NUMBER: _____ (USE ? FOR WILDCARD)
ROI NUMBER: _____

OR ***** FILL IN A LEAST ONE SEARCH CRITERION*****

```

CASE NUMBER   : _____ (USE ? FOR WILDCARD)
REGION       : _____
OFFICE CODE  : _____ OR _____
PROGRAM CODE : _____ OR _____ OR _____ OR _____
RELATED CASES: _____ OR _____ OR _____
(? WILDCARD  : _____ OR _____ OR _____

```

***** OPTIONAL SEARCH LIMITING FIELDS *****

DATES AFTER : _____ AND BEFORE: _____ (BLANK FOR ALL)
CASE STATUS : _____ OR _____
ROI TYPE : - OR - OR OR OR

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=GENERAL QUERY MENU)
//
```

13:00 TECS II - DOCUMENT QUERY RESULTS (HIT LIST) 011588 T2MQ12
T2PQ12

7 RECORDS WERE RETRIEVED		PAGE 1
RECORD-ID	TYPE OWN OWNERS-NAME	DATE-ENTERED
OD03DR8OD001001	ROI BOB HOPE	R 101287
	ROI WITH SUBJECTS FOR STATS ENTRY	
OD03DR8OD001002	ROI NICK NATELY	R 101287
	TEST FOR NICK AND EVE	
OD03DR8OD001003	ROI JAN WINSTEEN	R 121887
	TEST ROI FOR QUERY	
OD03CR7OD001001	ROI HOPE LANGE	S 000000
	TEST ROI FOR TOMMY	
OD03CR8OD001001	ROI ARVERY MCINTOSH	R 121287
	TEST ROI 12/12	
OD03CR8OD001002	ROI JOHNSON MURRHAY	R 121287
	TEST ROI 12/12	
OD03CR8OD001003	ROI COD CENTRAL SCO	S 011288
	TEST FOR ACCESS CONTROL	

PLACE A V IN FRONT OF THE RECORD YOU WANT TO SEE AND PRESS ENTER

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN)
```

13:01 TECS II - REPORT OF INVESTIGATION 011588 T2MQ50
T2PQ50

CASE TITLE: SYE TEST (03 001)
STATUS: X I-INITIAL RPT R-INTERIM REPORT D-DISPOSITION PENDING
 O-OPEN CLOSE F-INDEX AND FILE C-CLOSING REPORT
REPORT DATE: 101287 DATE ASSIGNED: 101087 CLASS: II
PROGRAM: 300 PROJECT GEMINI REPORT #: 002 CASE #: OD03DR80D001
RELATED CASES: _____
UNDEVELOPED LEADS TO: _____
TYPE: IS-INITIAL SOURCE DOC SS-SUBPOENA SERVICE BG-BACKGROUND
 TT-TORT PC-PENALTY CASE SD-SOURCE DEBR
 SR-SURVEILLANCE REPORT CR-COLLETERAL REQ SW-EXEC SRCH W
 MI-MEMO OF INTERVIEW IF-INVEST FINDINGS OT-OTHER

TOPIC: TEST FOR NICK AND EVE

DISTRIBUTION:

ORIGINATOR: 224646629 NATELY _____, NICK _____,
SUPERVISOR: 999999999 CENTRAL SCO _____, SCO _____,
OFFICE: OD OFFICE OF DATA SYSTE TELEPHONE: 3028765101
ENTERED BY: 224646629

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF8=NEXT SCREEN)
(PF14=LINK LIST) (PF15=LINK LIST) (PF16=PRINT RECORD)
```

~~~~~

REPORT ID: OD03DR8OD0011003

test

[illegible]

REPORT ID: OD03DR8OD0011003

[illegible]

12:44               TECS II - S/A//S DOCUMENT QUERY               0111588 T2MQ14  
T2PQ14

SELECT A SPECIFIC REPORT: \_\_\_\_\_ (USE ? FOR WILDCARD)  
OR FDIN: \_\_\_\_\_

OE CASE NUM: \_\_\_\_\_ (USE ? FOR WILDCARD)  
 REGION : \_\_\_\_\_ DISTRICT: \_\_\_\_\_ PORT: \_\_\_\_\_  
 CONVEYANCE TYPE: \_\_\_\_\_ CONCEALMENT CODE: \_\_\_\_\_

COMMODITY CODE : \_\_\_\_\_  
AND CMDTY CODE : \_\_\_\_\_  
OR CMDTY CODE : \_\_\_\_\_  
OR CMDTY CODE : \_\_\_\_\_

DATES AFTER : \_\_\_\_\_ AND BEFORE: \_\_\_\_\_ (BLANK FOR ALL)  
ACTION : \_\_\_\_\_ (Z=SEIZURE A=ARREST S=SEARCH)  
FDIN Y/N : \_\_\_\_\_

GQ - 24

13:03      TECS II - DOCUMENT QUERY RESULTS (HIT LIST) 011588 T2MQ12  
T2P012

32 RECORDS WERE RETRIEVED PAGE 1

| RECORD-ID | TYPE | OWN | OWNERS-NAME | DATE-ENTERED |
|-----------|------|-----|-------------|--------------|
|-----------|------|-----|-------------|--------------|

|   | LABEL          |        |        |           |          |
|---|----------------|--------|--------|-----------|----------|
| - | 88009900000101 | SAS    | C99    | AUSTININI | D 121287 |
|   | TEST RECORD    | -      | 103087 |           |          |
| - | 88009900000201 | SAS    | C99    | AUGUSTUS  | D 000000 |
|   | TEST RECORD    | -      | 103087 |           |          |
| - | 88009900000301 | SAS    | C99    | BOSTON    | D 000000 |
|   | TEST 3         | 103087 |        |           |          |
| - | 88009900000401 | SAS    | C99    | MATTHEW   | D 000000 |
|   | TEST RECORD    |        |        |           |          |
| - | 88009900000501 | SAS    | C99    | HOPW      | D 121287 |
|   | TEST           | 112587 |        |           |          |
| v | 88009900000601 | SAS    | C99    | AUSTIN    | D 000000 |
|   | TEST           | 120887 |        |           |          |
| - | 88009900000701 | SAS    | C99    | KNITTLE   | D 000000 |
|   | TEST           |        |        |           |          |

PLACE A V IN FRONT OF THE RECORD YOU WANT TO SEE AND PRESS ENTER

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN)
```

~~~~~

NO PRIOR INFO: PRIOR DEA INFO: PRIOR CUSTOMS INFO:
TECS PRIMARY: OTHER INFO: NCIC HIT: BLITZ:
DOG ALERT: X-RAY: TECS SEC:
ENFORCEMENT AID USED CODES:

★★ THIS S/A/S HAS NOT BEEN APPROVED ★★

~~~~~

VIOLATOR NAME:

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN) (PF14=LINK LIST) (PF15=PREV LINK LIST)
(PF16=PRINT RECORD)
```

~~~~~


[illegible]

VIOLATOR NAME: _____

CONVEYANCE TYPE: AUTO TRUCK VAN YACHT MOTORCYCLE TRAIN
 -COMMERCIAL AIRCRAFT (SCHEDULED AND CHARTER)
 -PRIVATE ACFT COMMERCIAL VESSEL MAIL BUS
 -PEDESTRIAN OTHER

CONVEYANCE SEARCHED? (Y/N) :

COMMERCIAL? (Y/N) : _____

ARRIVAL DATE: _____ TIME: _____ FROM: _____ VIA: _____
PLACE OF DISCOVERY: _____ (P=WITHIN P.O.E., B=ALONG BORDER,
M=MILITARY AREA)

TRAVEL CATEGORY: - (D=DRIVER, M=MASTER, P=PASSNGR, C=CREW,
W=WALKER, O=OTHER)

LOCAL USE: _____

STATUS AT ARREST:

PROGRAM CODE:

(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN) (PF14=LINK LIST) (PF15=PREV LINK LIST)
(PF16=PRINT RECORD)

13:05 TECS II - CF151 VIOLATOR WRAPUP 011588 T2MQ72
T2PQ72

VIOLATOR NAME: _____

USC BP II S/L DEA O/F

DISC AGENCY: _____
PART IN ARREST: - - - - -
PART IN SEIZURE: - - - - -
REFUSED BY: - - - - -

USC BP II S/L DEA O/F

ARRESTING AGENCY: — — — — —
SEIZING AGENCY: — — — — —
ARREST RELSD TO: — — — — —

TIME NOTIFIED: 0000 TIME ARRIVED: 0000 TIME RELEASED: 0000

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN) (PF14=LINK LIST) (PF15=PREV LINK LIST)
(PF16=PRINT RECORD)
```

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN) (PF14=LINK LIST) (PF15=PREV LINK LIST)
(PF16=PRINT RECORD)
//////////////////////////////////////////////////
```

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN) (PF14=LINK LIST) (PF15=PREV LINK LIST)
(PF16=PRINT RECORD)
////////////////////////////////////
```

```
12:52          TECS II - CASE RECORD QUERY          011588 T2MQ15
                                         T2PQ15
SELECT A SPECIFIC CASE BY
      CASE NUMBER: _____ (USE ? FOR WILDCARD)
```

OFFICE CODE : _____ OR _____ OR _____
 REGION : _____ OR _____ OR _____
 CAT/SUB-CAT : _____ OR _____ OR _____ OR _____
 SOURCE CODE : _____ OR _____ OR _____
 PROGRAM CODE : _____ OR _____ OR _____
 CLASS : _____ OR _____ OR _____
 GROUP CODE : _____ OR _____ OR _____

[illegible]

PLACE A V IN FRONT OF THE RECORD YOU WANT TO SEE AND PRESS ENTER

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN)

~~~~~





1

INSERT INDEX VII (INTELLIGENCE ANALYSIS)

2





## IL - INTELLIGENCE ANALYSIS

## OVERVIEW

This portion of TECS II is used by Intelligence Analysts for the input of four types of intelligence documents...INTEL Records (& INTEL Alerts), CF-320's, Intelligence Studies, and MOIR's. The creation of each of these documents will follow the same procedures. This section will step you through the entire process of creating a MOIR, because the MOIR report can be created through other processes as well as through Intelligence. Any fields unique to each of the other reports will be discussed following the screen upon which they appear, but full processing steps are discussed within the MOIR portion. These documents, are usually linked to individual cases or subject records. Any source document can be modified or deleted by the owner or user prior to supervisory approval.

Once a report is approved by your supervisor, it becomes a permanent record in the database and cannot be edited or deleted. Upon approval the report is available to any authorized TECS II user. A General Query process is used to retrieve, view and print intelligence documents and MOIR's.

To access the INTELLIGENCE ANALYSIS functions, select the IL option from the MAIN MENU.

```
-----
12:01      TECS II MAIN SYSTEM MENU      120487      T2MU0201
                                           T2PS0202
```

| CODE | DESCRIPTION           |
|------|-----------------------|
| IL   | INTELLIGENCE ANALYSIS |

```
CODE:*  IL  KEYID:
PRESS PF10 TO CHECK FOR UNVIEWED EMAIL MESSAGES
```

```
PRESS PF2 TO VIEW DAILY NEWS
```

```
(PF1=HELP)                                     (PF10=EMAIL)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
```

Once IL is selected from the MAIN MENU, the system then displays the screen for the TECS II SUBSYSTEM FOR INTELLIGENCE ANALYSIS.

\* NOTE: If the INTELLIGENCE ANALYSIS option (IL) does not appear on the TECS II MAIN MENU displayed at your terminal see your supervisor or SCO.

-----  
12:03 TECS II SUBSYSTEM FOR INTELLIGENCE ANALYSIS 120487 T2MU040  
T2PS040

| ACCESS<br>CODE | DESCRIPTION             | ACCESS<br>CODE | DESCRIPTION             |
|----------------|-------------------------|----------------|-------------------------|
| IL21           | ENTER REPORT TYPE MENU  | IL41           | MODIFY REPORT TYPE MENU |
| IL51           | DELETE REPORT TYPE MENU |                |                         |

CODE:\* IL21 KEYID:\_\_\_\_\_

(PF3=MAIN MENU) (PF4=PREV MENU)  
END OF SUBSYSTEM MENU

^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^

From the SUBSYSTEM FOR INTELLIGENCE ANALYSIS you may enter,  
delete, or modify intelligence reports.

IL21 ENTER REPORT

Key the IL21-ENTER REPORT option into the CODE field of the  
SUBSYSTEM FOR INTELLIGENCE ANALYSIS screen and press the ENTER  
key. This will cause the INTELLIGENCE REPORT TYPE MENU screen to  
display:

-----  
12:06 TECS II INTELLIGENCE REPORT TYPE MENU 120487 T2MT12  
T2PT12

WHICH TYPE OF REPORT DO YOU WANT TO ENTER

- 1) INTEL RECORD INCLUDES INTEL ALERT
- 2) INTELLIGENCE STUDY
- 3) CF-320
- 4) MOIR

ENTER CHOICE: 1 <ENTER>

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREVIOUS MENU) (PF5=RESTORE)  
^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^

## 1 - INTELLIGENCE RECORD

An Intelligence Record is a report used to record time sensitive intelligence information. This report may include an intel alert which is a message sent via the electronic mail system to inform recipients that an intel record exists.

Upon selecting option one (1) INTEL RECORD from the INTELLIGENCE REPORT TYPE MENU the next screen to display is the RECORD ACCESS INFORMATION screen.

For instructions on using the RECORD ACCESS INFORMATION please refer to the DATA ACCESS CONTROL of the MOIR portion within this section of the manual.

The following is the first in the sequence of the INTEL RECORD screens - because the process of entering an Intel Record is identical to that of the MOIR a detailed discussion of all the fields can be found in the MOIR section.

```

-----
12:30                      TECS II INTELLIGENCE RECORD  120487  T2MT21
                                           T2PT21
OWNERS-ID:  111234390          USER ID:  111234390
REPORT-ID:  87KHQIF00340      ENTRY DATE:  120487
***** GENERAL INFORMATION *****
CASE NO:  _____ REPORT NO:  _____
TITLE:*  _____

COMMODITY CODE:  _____
COUNTRY CODE:   _____
PROGRAM CODE:   _____
CATEGORY CODE:  _____
SUB-CATEGORY CODE:  _____ CITY          ST CNTRY

PLACE OF ACTION:* _____
INTEL-ALERT (Y OR N):* _____
  
```

```

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=REPORT MENU)
(PF8=NEXT PAGE) (PF13=LINK) (PA1=CANCEL) (*=MANDATORY FLD)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
  
```

The following fields are unique to the Intel Record report:

PLACE OF ACTION\* - is a mandatory field used to enter a location where an event will occur. This field is checked for validity of State and Country.

INTEL-ALERT\* - is a message sent via the eMAIL system to inform recipients that your Intel Record exists. This field is mandatory and can only be "Y" or "N". When Intel Alert is

checked Y=yes, the entire summary page (15 lines of text) is sent to the users you have listed in the distribution section of this report (next screen). Hence, the Summary portion of the report should be completed to inform the recipient(s) of the reason for the alert; otherwise, only a brief notification of the report is sent to the users on your distribution list.

After the first screen has been completed, and no errors occur when you press the enter key, press PF8 to display the second screen of the INTELLIGENCE RECORD.

```

-----
12:31          TECS II INTELLIGENCE RECORD    120487      T2MT25
                                           T2PT25
REPORT ID:  87KHGIF00340    REPORT NO:
***** SOURCE INFORMATION *****
RELIABILITY CODE:*
EVALUATION CODE:*
SOURCE TYPE CODE:
SOURCE DESC:*
***** ORIGINATOR DISTRIBUTION *****
ORIGINATOR:
TITLE:
SUPERVISOR:
TITLE:
OFFICE TYPE CODE:  OFFICE ADDRESS:
DISTRIBUTION:

```

```

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=REPORT MENU)
(PF7=PREV PAGE) (PF8=NEXT PAGE) (PF13=LINK) (PA1=CANCEL)
(*=MANDATORY FLD)

```

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

This screen is identical to that of the MOIR. All edits and definitions are also identical. After you have successfully completed this screen you may continue to the REPORT SUMMARY screen (mandatory) and then the ADDITIONAL NARRATIVE screen.

If you selected "Y" in the INTEL/ALERT field, you are required to enter at least one distribution code in the DISTRIBUTION field. See MOIR for further discussion.

Entering the Summary and Narrative is the same for all intelligence documents and is discussed in the MOIR portion, within this section of the User Manual.

\* NOTE: If you selected "Y" for an INTEL ALERT, the next screen to follow the SOURCE INFORMATION screen will be the INTEL-ALERT MESSAGE in place of the REPORT SUMMARY. The two screens are identical and the same edit checks are performed on both screens.

For information on SUBJECT RECORD LINKING, field definitions, NARRATIVE TRANSFER, and EXITING ENTER REPORT, see the MOIR portion.

## 2 - INTELLIGENCE STUDY

The INTEL STUDY is the second selection on the INTELLIGENCE REPORT TYPE MENU. Intel Studies are used to convey profile and general information of an intelligence nature. Data may include, but is not limited to, analysis of airline routes, smuggling, and electronics descriptions that may be of interest to eastern bloc nations or other areas of concern.

The first screen to display is the RECORD ACCESS INFORMATION screen - see the MOIR RECORD ACCESS INFORMATION portion of this section for instructions on using this screen.

The following is the first in the sequence of the INTEL-STUDY screens -- NOTE, that it is identical to the MOIR and all edits and definitions for MOIR(S) apply for INTEL STUDY as well.

```
-----
12:55          TECS II INTELLIGENCE STUDY    120487          T2MT22
                                           T2PT22
OWNERS-ID:  111234390          USER ID:  111234390
REPORT-ID:  87IHQIF00200      ENTEY DATE:  120487
***** GENERAL INFORMATION *****
CASE NO:  _____ REPORT NO:  _____
TITLE:*  _____
COMMODITY CODE:  _____
COUNTRY CODE:  _____
PROGRAM CODE:  _____
CATEGORY CODE:  _____
SUB-CATEGORY CODE:  _____
```

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=REPORT MENU)
(PF8=NEXT PAGE) (PF13=LINK) (PA1=CANCEL) (8=MANDATORY FLD)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

After the first screen has been completed and no errors occur when you press the enter key, press PF8 to display the second screen of the Intelligence Study.

```
-----
13:00          TECS II INTELLIGENCE STUDY    120487          T2MT25
                                          T2PT25
```

```
REPORT-ID:          REPORT NO:
***** SOURCE INFORMATION *****
RELIABILITY CODE:*
EVALUATION CODE:*
SOURCE TYPE CODE:
SOURCE DESC:*
```

```
***** ORIGINATOR DISTRIBUTION *****
ORIGINATOR:
TITLE:          SUPVR-ID:
OFFICE TYPE CODE:  OFFICE ADDRESS:
DISTRIBUTION:
```

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=REPORT MENU)
(PF7=PREV PAGE) (PF8=NEXT PAGE) (PF13=LINK) (PA1=CANCEL)
(*=MANDATORY FLD)
```

```
\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
```

This screen is identical to the one for MOIR. All edits and definitions are also identical. After you have successfully completed this screen, you may continue to the REPORT SUMMARY screen (mandatory) and then onto the ADDITIONAL NARRATIVE screen. For information on SUBJECT RECORD LINKING, field definitions, NARRATIVE TRANSFER, and EXITING ENTER REPORT, see the MOIR portion.

### 3 - CF-320 INTELLIGENCE REPORT

The CF-320 report is a specialized intelligence analysis report that may be authorized for external release. It analyzes intelligence information used to describe trends, provide management reports, or pass intelligence to members of the intelligence community leading to an investigation.

Entering the CF-320 is identical to entering the first two reports, with the exception of the following:

Screen 1. - PLACE OF ACTION, (City, State, County), Date Information Acquired and Special Handling requirements are all mandatory fields.

Since CF-320's are released to external agencies, more specific details regarding information contained in the report is required. Edits are performed on the State/County and date fields.

Screen 2. - NAME OF SOURCE. This is not a mandatory field, and no edits are performed. If a source name is available, it should be entered here.

All other screens -- ACCESS CONTROL, SUMMARY and ADDITIONAL NARRATIVE are identical to the MOIR.

The following is the first in the sequence of CF-320 screens -- NOTE, that it is identical to the MOIR, with the exceptions stated above.

```
-----
12:50      TECS II  CF-320 INTELLIGENCE REPORT  120487  T2MT23

OWNERS-ID:  111234390                      USER ID:  111234390
REPORT-ID   87IHQIF00111                  ENTRY DATE:  120487
***** GENERAL INFORMATION *****
CASE NO:    _____ REPORT NO:  _____
TITLE:*    _____

COMMODITY CODE:  _____
COUNTRY CODE:   _____
PROGRAM CODE:   _____
CATEGORY CODE:  _____
SUB-CATEGORY CODE:  _____
PL OF ACTION:*  _____ DATE OF INFO:*  _____
PL ACQUIRED:*   _____ DATE ACQRD:*   _____
SPECIAL HANDLING:* _____
```

```
_____  
_____  
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=REPORT MENU)  
(PF8=NEXT PAGE) (PF13=LINK) (*=MANDATORY FLD)  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

After the first screen has been completed and no errors occur when you press the ENTER key, press PF8 to display the second screen of the CF-320 INTELLIGENCE REPORT.





## RECORD ACCESS INFORMATION

```

-----
13:15                TECS II RECORD ACCESS    120487    T2MU3101
                        INFORMATION                T2PU3101

```

RECORD ID: K8700008111CAE

ACCESS CODE: 2 (1=ALL, 2=AGENCY, 3=USER GROUP, 4=USERS)  
 AGENCY: C (CODE 2 ONLY; C=CUSTOMS, K=ATF, I/H=IRS)

USER GROUPS (CODE 3 ONLY): OE  
 USERIDS (CODE 4 ONLY) WITH ACCESS RIGHTS:

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

ENTER ACCESS INFORMATION AND PRESS &lt;ENTER&gt;

(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU)  
 /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

This screen allows you to set the access levels for the report you are about to create; in this case, the MOIR. As the screen displays, you will notice that default values appear in the ACCESS CODE and AGENCY fields. This default level was set by the Office of Intelligence for use in a large majority of cases. You may change the access level by overwriting the displayed defaults. For further information, refer to DATA ACCESS CONTROL, APPENDIX B.

Upon entering your information into the DATA ACCESS INFORMATION screen (or accepting the defaults) and depressing ENTER, the following screen displays:

```

-----
13:30      TECS II  MEMO OF INFORMATION RECEIVED    120487    T2MT21
                                           T2PT21
OWNERS-ID:  111234390                      USER ID:  111234390
REPORT-ID:  K87HQIF8111                    ENTRY DATE:  120487
***** GENERAL INFORMATION *****
CASE NO:    _____    REPORT NO:    _____
TITLE:*    _____

COMMODITY CODE:  _____
COUNTRY CODE:   _____
PROGRAM CODE:   _____
CATEGORY CODE:  _____
SUB-CATEGORY CODE: _____

```

```

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=REPORT MENU)
(PF8=NEXT PAGE) (PF13=LINK) (PA1=CANCEL) (*=MANDATORY FLD)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

```

This is the first screen of the MOIR. The fields marked with an asterisk (\*) are mandatory and must be completed prior to moving to the next screen.

Use the TAB key to move through the various fields and use the ENTER key after all mandatory fields have been filled to check all of the edits. You may go directly to the next screen using PF8, but the system will not allow you to proceed to the next screen nor return to a previous screen until all mandatory fields on the displayed screen are filled and all other field edits validated.

Fields on the General Information screen are:

OWNER'S ID - the system will initially place your USER ID here. However, you can specify another user as the owner of the record by entering a valid USER ID into the field. If the system does not recognize the entered USER ID as valid, an error message will result.

REPORT-ID - a system generated report ID that allows you to retrieve the document at a later date. You cannot edit this field. The break out is 87=fiscal year of entry, K=report type (K=Intel Record/Alert, I=CF320, M=MOIR); HQIF is the region and branch where you work (HQIF = Headquarters, Financial Analysis Branch), and 00200=sequential numbers assigned by the system. These report numbers are never reused, even if a report is deleted.

USER ID - is your user ID and is generated by the system. You cannot edit this protected field.

ENTRY DATE - displays the current date; however, upon supervisory approval of your report this field will permanently reflect the date that the report was submitted for approval.

CASE NO. (optional) - is a field that allows you to enter an Office of Enforcement 12 character case number if applicable. No edit checks are performed on this field.

REPORT NO. (Optional) - in this field you can enter a local report number up to 15 characters long. There are no edit checks performed on this field.

TITLE\* - is mandatory and is used to enter a report title. If you do not key in a title before pressing ENTER, the system will display:

"TITLE IS MANDATORY"

There are two lines of text provided for the title. This title will always be displayed when this document is listed on a "HIT LIST". Try to be as descriptive as space permits.

COMMODITY CODE (optional) - list all commodity codes and substance types that apply to the report. The standard three character substance codes are valid, plus 5 character TUSA codes, at Jan 1, 1987, 8 digit harmonized codes will be valid. Edit checks are performed on all commodity/substance codes.

COUNTRY CODE (optional) - can be used to enter up to ten valid country codes. The standard ISO codes are used. An invalid country code will result in an error message.

PROGRAM CODE (optional) - can be used to enter a program code relative to an operation pertinent to the report (e.g. 062 = EXODUS). An edit check is performed on your input. After entering the program code and hitting enter, the system will display the program name identified by the code.

CATEGORY CODE (optional) - you can enter an OI category relative to the nature of your report (i.e. 04 THEFT, LOSS, DAMAGE). Valid category codes include:

|    |                               |
|----|-------------------------------|
| 01 | CLASSIFICATION & MARKET VALUE |
| 02 | CURRENCY                      |
| 03 | MUNITIONS CONTROL             |
| 04 | THEFT, LOSS, DAMAGE           |
| 05 | OTHER CRIMINAL                |
| 06 | ILLEGAL EXPORTS               |
| 07 | GENERAL SMUGGLING             |
| 08 | FRAUD                         |
| 09 | FOREIGN/DOMESTIC COOPERATION  |
| 10 | CUSTOMSHOUSE LICENSES         |
| 11 | NAVIGATION                    |
| 12 | REGULATORY COMPLIANCE         |
| 13 | DRUG SMUGGLING                |

SUBCATEGORY CODE - is an optional field used to further subdivide the category. The subcategory field can only be entered if a valid category code has been entered.

The last five data elements are new to intelligence documents and are used primarily to classify documents so that they can be queried quickly and accurately. Even though these are optional fields, you are encouraged to fill them out when possible, to aid in the retrieval process, and add greater value to your document.

After completing all of the mandatory fields press ENTER. If an error is found it will be highlighted and the appropriate error message will display at the bottom of the screen. The cursor should position itself at the first erroneous field.

A highlighted field can be corrected by positioning the cursor at the field in error using the TAB key, re-entering the correct data, and pressing the ENTER key. This process must be repeated until no fields are left highlighted and no error messages are displayed.

When no errors are found press PF8 and screen two of the MOIR REPORT will appear as follows:

```

-----
13:45  TECS II  MEMORANDUM OF INFORMATION RECEIVED 120487 T2MT25
                                           T2PT25
REPORT ID:  K87HQIF8111020  REPORT NO:
***** SOURCE INFORMATION *****
NAME: _____ DATE: _____ TIME: _____
ADDR: _____
RELIABILITY CODE:* _____
EVALUATION CODE:* _____
SOURCE TYPE CODE:  -
SOURCE DESC:* _____
***** ORIGINATOR DISTRIBUTION *****
ORIGINATOR: _____
TITLE: _____ SUPVR-ID: _____
SUPERVISOR: _____
TITLE: _____ TELEPHONE NO: _____
OFFICE TYPE CODE:  _ OFFICE ADDRESS: _____
DISTRIBUTION: _____

```

```

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=REPORT MENU)
(PF7=PREV PAGE) (PF8=NEXT PAGE) (PF13=LINK) (PA1=CANCEL)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

```

The twelve digit REPORT-ID (generated on the general information screen) and the 15 digit REPORT NO, if entered on the previous screen, will appear on line three for all subsequent screens in the report.

NAME - in this optional field you can enter a name or reference of your source. No edits are performed on this field.

DATE - this field is provided in the event you are entering time sensitive information. This will reflect a date referring to the name you entered in the NAME field.

TIME - this field is provided for you to enter a time relating to the NAME field.

ADDRESS - this field is provided for you to enter an address relating to the NAME field.

RELIABILITY CODE\* - In this mandatory field you can enter a code referring to the reliability of your source. The following are valid reliability codes:

- 1 HIGHLY RELIABLE
- 2 GENERALLY RELIABLE
- 3 NOT GENERALLY RELIABLE
- 4 UNRELIABLE
- 5 UNKNOWN

If you enter an invalid code or you do not select one at all, an error message will be displayed.

EVALUATION CODE\* - is a mandatory field that allows you to enter a code relating to the accuracy of your information. The following are valid evaluation codes:

- 1 VERIFIED
- 2 HIGHLY PROBABLE
- 3 PROBABLE
- 4 IMPROBABLE
- 5 UNKNOWN

If the evaluation code you entered is invalid, or you have not entered a code at all, an error message will result.

SOURCE TYPE CODE (optional) - refers to the type of source you have specified in your report. The following are valid source types defined by the Office of Intelligence:

- 0 UNKNOWN
- 1 NON-CONFIDENTIAL PRIVATE INFORMANT
- 2 CONFIDENTIAL PRIVATE INFORMANT
- 3 NON-CONFIDENTIAL US. FEDERAL SOURCE

- 4 CONFIDENTIAL US. FEDERAL SOURCE
- 5 NON-CONFIDENTIAL STATE/LOCAL SOURCE
- 6 CONFIDENTIAL STATE/LOCAL SOURCE
- 7 NON-CONFIDENTIAL FOREIGN SOURCE
- 8 CONFIDENTIAL FOREIGN SOURCE
- 9 DOCUMENT ANALYSIS

Any code entered into this field is validated.

SOURCE DESCRIPTION\* - is a mandatory field that allows you to enter a short description of your source. Clearly if your source is confidential, you will not say much, however at least one character or word must be input.

In the ORIGINATOR/DISTRIBUTION section of this report, the system will fill the following fields with information from your UPR:

|                  |                                            |
|------------------|--------------------------------------------|
| ORIGINATOR       | - Person who initially created the report. |
| TITLE            | - The job title of the originator.         |
| SUPERVISOR ID    | - The originator's supervisor's user ID.   |
| SUPERVISOR       | - Name of the originator's supervisor.     |
| SUPERVISOR TITLE | - Job title of supervisor.                 |
| TELEPHONE        | - Telephone number of the supervisor.      |
| OFFICE ADDRESS   | - The originator's office address.         |

However, you can edit the following fields:

|                  |                                                                                                   |
|------------------|---------------------------------------------------------------------------------------------------|
| ORIGINATOR TITLE |                                                                                                   |
| SUPERVISOR ID    | (Can be changed whenever the supervisor approving your report is not the one listed in your UPR). |
| TELEPHONE        |                                                                                                   |
| OFFICE CODE      |                                                                                                   |
| OFFICE ADDRESS   |                                                                                                   |

DISTRIBUTION CODES - this field will accept up to 10 Distribution Codes. Distribution codes are individual user ID's or special codes (e.g. "RIBS" for all seven Regional Intelligence Branches). Upon approval of your report the people designated in the distribution (branch chiefs or supervisors for special locations) will be sent an eMAIL message stating that your report (Number, Title, Author) has been approved and is available for viewing and printing.

None of the above fields are mandatory, however, edit checks are performed on any information entered into the DISTRIBUTION, OFFICE CODE, and SUPERVISOR ID fields.

After completing all mandatory fields press the ENTER key to verify the screen. If an error is found, the fields in error will be highlighted and an error message will display.

When no errors are found press PF8 and screen three of the MOIR will appear as follows:

```
-----
13:50      TECS II  MEMO OF INFORMATION RECEIVED  120487      T2MT27
                                           T2PT27
```

```
REPORT-ID:  K87HQIF811020  REPORT NO:
***** REPORT SUMMARY * *****
```

```
      (PF1=HELP)      (PF3=MAIN MENU)      (PF4=REPORT MENU)
(PF7=PREV PAGE) (PF8=NEXT PAGE) (PF13=LINK) (PF20=FREE TEXT)
              (PA1=CANCEL)
```

```
\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
```

The Report Summary is mandatory; however, you are encouraged to limit your summary to 15 lines of narrative. There are no edits associated with this screen, except at least one character must be entered.

If you are entering data from a WYSE PC, using the PF20=FREE TEXT key will allow you to 'upload' your summary and subscript narrative from your terminal, provided you entered TECS II through the "tecsii" process described in the NARRATIVE TRANSFER portion of the ACCESS TO TECS II section of this manual. If you are entering data online from your terminal you will have limited editing capabilities since the main computer does not have a word processor.

Upon completion of the SUMMARY screen, press the PF8 key to access ADDITIONAL NARRATIVE screen(s) like the one shown below:

```
-----
13:55      TECS II  MEMO OF INFORMAION RECEIVED  120487      T2MT28
                                           T2PT28
```

```
REPORT-ID:  K87HQIF811020  REPORT NO:
***** ADDITIONAL NARRATIVE ***** PAGE 1 ***
```

```
      (PF1=HELP)      (PF3=MAIN MENU)      (PF4=REPORT MENU)
(PF7=PREV PAGE) (PF8=NEXT PAGE) (PF13=LINK) (PA1=CANEL)
\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
```

There are up to 999 additional narrative pages (screens) available for all Intelligence Reports. You can access these screens by pressing the PF8 key for each new page. If you are using the Narrative Transfer facility the file transfer will load each page automatically from your PC. None of these pages are mandatory, hence, there are no edit checks performed on any of these additional narrative pages.

At this point you have the option of exiting this report, linking the report to subjects, and/or marking the report for Supervisor Approval. If you chose to exit the report and you have entered all information, narrative and subject links (if any) in your report, you exit the enter report process by pressing (PF3=MAIN MENU) or (PF4=PREV MENU) depending upon where you want to go.

Regardless of which key you press the following message will display:

"PRESS PF3 TO EXIT WITHOUT SUPERVISOR APPROVAL

"PRESS PF14 IF REPORT IS READY FOR SUPERVISOR APPROVAL"

If you press PF3 the system will save the report for future editing. If you press PF14 the report will be placed in a queue for your supervisor to approve, and the system will return to the Main Menu.

Up until the time your report is actually approved you can delete or modify it. Once your supervisor approves the report it becomes permanent in the database and cannot be edited or deleted. Editing and deleting an unapproved report are discussed in the IL41 MODIFY REPORTS and the IL51 DELETE REPORTS portions of this section.

If you chose to link your report to Subjects, and subsequently, subjects to subjects, you will begin by pressing the PF13=LINK key. The LINKAGE TYPE SELECTION MENU will display, allowing you to ADD, MODIFY, or DELETE subject record linkages. The PF=13 key is accessible from both the REPORT SUMMARY screen and the ADDITIONAL NARRATIVE screens; however, you are encouraged to complete the REPORT SUMMARY and the ADDITIONAL NARRATIVE (if any) before pressing the PF13 key.

After pressing the PF13=LINK key the LINKAGE TYPE SELECTION MENU will display:



1 ADD/MODIFY SUBJECT LINKAGE  
2 DELETE SUBJECT LINKAGE

(PF1=HELP) (FF4=RETURN TO SOURCE/SUBJECT)

[illegible]

1 ADD/MODIFY SUBJECT LINKAGE

2 DELETE SUBJECT LINKAGE

Selection of option 2-DELETE SUBJECT LINKAGE will display the LINKED SUBJECT SELECTION LIST showing all records that have been linked to the source document, from which linking was accessible, including information pertinent to the subject type:

14:38        TECS II - LINKED SUBJECT SELECTION LIST    120407 T2ML96

| SOURCE/SUBJECT | TECS-ID:                       | K8700008111CAE |                |
|----------------|--------------------------------|----------------|----------------|
| SEL            | DESCRIPTION OF LINKED SUBJECTS |                | TECS RECORD ID |
| - RAJA         | JAHAMIN                        | J W M 010145   | P8713894300CAE |
| MORGEN         | WILLIAM                        | M D E 010187   | P8739837288CAE |

TYPE -D- TO DELETE A SUBJECT FROM BEING LINKED AND PRESS ENTER

```
(PF1=HELP) (PF2=FLD HELP) (PF7=PREV SCREEN) (PF8=NEXT SCREEN)
```

You can mark as many of the listed subjects for deletion as you wish to have deleted by entering a "D" into the field at the left of the listed subject. When all "D"s have been input, press the ENTER key to process the screen.

The system will then display the DELETE LINKAGE screen showing the first subject marked for deletion. You will then be prompted to determine if this is the record to be deleted. You may respond with a N(o) or Y(es).

|       |                          |        |                  |
|-------|--------------------------|--------|------------------|
| 14:39 | TECS II - DELETE LINKAGE | 120487 | T2ML97<br>T2PL97 |
|-------|--------------------------|--------|------------------|

DELETEING LINKAGE BETWEEN SUBJECT: K8700008111CAE

|        |          |              |                |
|--------|----------|--------------|----------------|
| MORGEN | WILLIAM  | M D E 010187 | P8739837288CAE |
| STATUS | DESCRIPT |              |                |

DO YOU WANT TO DELETE THE LINKAGE BETWEEN THE SUBJECT  
AND THE DISPLAYED SUBJECT (Y/N):

```
(PF1=HELP)   (PF4=PREVIOUS MENU)
```

If you respond with a N(o) the system will re-display the same screen with the next subject marked for deletion, if more than

one was marked on the previous screen. You will again be prompted for a Y or N input. This will continue until all records marked for deletion have been processed.

If you respond with a Y(es) the system will display the DELETE SUBJECT TO SUBJECT LINKAGE screen.

```
-----
14:39  TECS II - DELETE SUBJECT TO SUBJECT LINKAGE  120487 T2ML9
      SUBJECT: MORGIN      WILLIAM      M D E 010187
SEL      DESCRIPTION OF LINKED SUBJECTS      TECS RECORD ID
-----
```

TYPE -D- TO DELETE A SUBJECT FROM BEING LINKED AND PRESS ENTER  
NO LINKED SUBJECT - PRESS AND KEY TO RETURN

```
(PF1=HELP)  (PF2=FLD HELP)  (PF7=PREV SCREEN)  (PF8=NEXT SCREEN)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

All related subjects that were created in the ADD/MODIFY process will be displayed as they were related to each other during that process. The SUBJECT TO SUBJECT LINKAGE screen will re-display with each subsequent list of subjects until all Subject to Subject links have been deleted or by-passed.

When the Subject to Subject deletion process is complete, you will press ENTER to re-display the DELETE LINKAGE screen. The next subject marked for deletion, if one exists, will follow the same process described above. If no more subjects exist, the system will display a blank DELETE LINKAGE screen with the prompt:

"NO MORE SUBJECTS MARKED FOR DELETION HIT ENTER TO RETURN"

When you have deleted all the subject to source and subject to subject linkages you wanted to delete, depression of the PF4 or the ENTER key will return you to the LINKED SUBJECT SELECTION LIST. Upon display of the list, each subject that had a positive delete action taken on it will no longer be displayed on the list. You may then mark another subject for deletion if desired, and repeat the process described above, or return to the source document from which you came and exit the system.

To return to the source document, press ENTER only. Do not enter any "D"s onto the screen. The source document will re-display. At this point, you will again have to decide if you want to exit the report, saving it without Supervisor Approval, or exit and mark the report for approval.

\* NOTE: Regarding access control levels of your report and associated subject records: -- all subjects you create/enter will automatically have an access level 4 with your User ID. Until your report is approved, at which time the subject record access level will change to the report level (usually '2', 'C', 'OE'), except for MOIRS, which are not affected by the approval transaction.

#### IL41 MODIFY REPORTS

If you selected MODIFY REPORT (IL41) from the SUBSYSTEM FOR INTELLIGENCE ANALYSIS, the INTELLIGENCE REPORT MENU will again display as shown in the Enter Report portion of this section. Modify Report can be used for any change - including the addition of narrative data or subject record links (for example, if you entered a report and saved it without marking it ready for Supervisor Approval (PF14) you could recall it now for modifications).

From this menu you may select any type of report to modify providing that the report exists and the report has not been approved by your supervisor.

From the INTELLIGENCE REPORT TYPE MENU, enter the value (either 1,2,3 or 4) which corresponds to the type of report you wish to modify and depress the ENTER key.

For the purpose of discussion this section will illustrate the modification of an Intel Record. This process is identical for the Intelligence Study, the CF-320, and the MOIR.

After selecting option one (1) from the INTELLIGENCE REPORT TYPE MENU the next screen to appear is the INTELLIGENCE SELECT REPORT-ID screen.

```
-----
14:30  TECS II9  INTELLIGENCE SELECT REPORT-ID  120487  T2MT14
                                           T2PT13
```

PLEASE ENTER THE REPORT-ID OF THE INTEL RECORD  
YOU WANT TO MODIFY

ENTER REPORT-ID \_\_\_\_\_ <ENTER>

LEAVE REPORT-ID BLANK AND TYPE <ENTER> TO GET LIST OF YOUR  
LAST FIVE REPORTS.

\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/

From this menu you have the option of entering a report ID or pressing ENTER to display a list of the last 5 reports that you created/entered. You can select one of these reports by entering its sequence number (i.e. 1 thru 5 ).

-----  
14:50 TECS II INTELLIGENCE LAST FIVE REPORTS CREATED T2MT14  
T2PT14

| RPT<br>NUM | REPORT-ID<br>DATE       | TITLE LINE 1<br>TITLE LINE 2 |
|------------|-------------------------|------------------------------|
| 1          | K87HQIF811020<br>120487 | DISPLAY REPORT               |

ENTER THE NUMBER CORRESPONDING TO THE REPORT-ID OF THE INTEL  
RECORD YOU WANT TO MODIFY : \_\_\_\_\_ <ENTER>

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREVIOUS MENU) (PF5=RESTORE)  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

\* NOTE: If you press ENTER and you do not own any reports, the  
following message will result:

"YOU DO NOT OWN ANY REPORTS"

After entering a valid report ID, or selecting a number from the  
LAST 5 REPORTS CREATED screen, press the ENTER key and the MODIFY  
REPORT MENU will appear:

-----  
14:26 TECS II MODIFY REPORT MENU 120487 T2MT60  
T2PT60

YOU HAVE THE CHOICE OF:

- 1) MODIFYING ONE OR MORE OF THE FIELDS
- 2) MODIFYING THE NARRATIVE OF THE REPORT

PLEASE MAKE A SELECTION: \_\_\_\_

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

This screen gives you a choice of 2 options as follows:

- OPTION 1 -      Modify One or More Fields - will allow you to modify various fields within a report. After selecting this option, page one of the report will appear. You can edit any fields shown and PF8 (NEXT PAGE) and PF7 (PREV PAGE) keys are available for paging through the report.
- OPTION 2 -      Modifying Narrative of Report - will call on another menu that will allow you to edit the report narrative.

If you select option two (2) from the MODIFY REPORT MENU the MODIFY NARRATIVE MENU will display:

```
-----
14:50          TECS II MODIFY NARRATIVE MENU      120487      T2MT60
                                           T2PT60
```

WHAT PART OF THE NARRATIVE DO YOU WANT MODIFY IS

- 1) SUMMARY
- 2) BEGINNING OF NARRATIVE
- 3) END OF THE NARRATIVE
- 4) PAGE NBR: \_\_\_\_\_

PLEASE MAKE A SELACTION: \_\_\_\_

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

From this menu you can select where in the narrative you wish to edit. The following are available functions:

- OPTION 1 -      Summary - this option will place you in the report summary and allow you to edit it.
- OPTION 2 -      Beginning of Narrative - will place you at the beginning of the Narrative section.
- OPTION 3 -      End of Narrative - will place you at the end of the narrative section.
- OPTION 4 -      Page Number will place you an the beginning of any page number in the narrative section that you select.

The PF7 (NEXT PAGE) and PF8 (PREV PAGE) are available with the above options for paging through the report. Also available is the PF20 (FREE TEXT) key, which will put you in your local PC or FDS word processor (see NARRATIVE TRANSFER).

After you have completed your edit of the report you may select the PF4 key to return to the MODIFY REPORT MENU or you may select the PF3 key to return to the MAIN MENU.

As discussed previously, depression of either of these keys will again produce the prompt:

"PRESS PF3 TO EXIT WITHOUT SUPERVISOR APPROVAL"

"PRESS PF14 IF REPORT IS READY FOR SUPERVISOR APPROVAL"

You will again have the same options as previously discussed.

#### IL51 DELETE REPORT

If you selected DELETE REPORT-IL51 from the SUBSYSTEM FOR INTELLIGENCE ANALYSIS, the INTELLIGENCE REPORT MENU will again display as shown in the Enter Report portion of this section.

From this menu, select any type of report to delete providing that the report exists and the report has not been approved by your supervisor.

From the INTELLIGENCE REPORT TYPE MENU, enter the value (either 1,2,3, or 4) which corresponds to the type of report you wish to delete and press the ENTER key.

This section will illustrate the deletion of an Intel Record. This process is identical for Intelligence Studies, the CF-320s, and the MOIRs.

After selecting option one (1) from the INTELLIGENCE REPORT TYPE MENU the next screen to appear is the INTELLIGENCE SELECT REPORT-ID screen. This is the same screen as that discussed in the Modify Report portion of this section.

From this menu you have the option of entering a report ID or pressing ENTER to display a list of the last 5 reports you created/entered.

\* NOTE: If you press ENTER and you do not own any reports, the following message will appear:

"YOU DO NOT OWN ANY REPORTS"

After entering a valid report ID, or selecting a number from the last five Reports Created screen, press the ENTER key and the DELETE REPORT screen will appear:

```
-----
14:41  TECS II  DELETE REPORT                      120487  T2PT79
                                              T2MT79

      REPORT-ID: K87HQIF811020      REPORT ENTRY DATE: 120487
      REPORT-NO:
```

TITLE: DRUG RAID ON 9876 SERRIA STREET

DO YOU WANT TO DELETE THIS REPORT (Y OR N)? \_\_\_\_  
PRESS <ENTER> ALONE TO SEE COMPLETE REPORT.

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF5=RESTORE)  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

This screen gives you a "last chance" for changing your mind.

If you enter "Y" the report will be deleted and TECS II will return you to the INTELLIGENCE SELECT REPORT-ID for the deletion of another report if so desired.

If you enter "N", TECS II will return you to the INTELLIGENCE SELECT REPORT-ID without deleting the report.

The other option available will allow you to view the report before deleting it. Pressing ENTER without selecting "Y" or "N" will display the first screen of the specified report. You may page through it by pressing PF8 (NEXT PAGE) and PF7 (PREV PAGE). To return to the DELETE REPORT MENU simply press PF4. You will then be prompted for a "Y" to delete the report or "N" to move to the next report. To continue, simply repeat the process, otherwise use the appropriate PF key to return to the MAIN MENU.



)

|

INSERT INDEX VIII (INSPECTION OPERATIONS)

1

2

3

## IO-INSPECTION OPERATIONS

## OVERVIEW

The Inspection Operations module provides enforcement information to Customs Inspectors to assist them in the processing of; VEHICLES and their passengers (Landborder Operations); PASSENGERS entering the United States via commercial airlines (Airport Operations); and AIRCRAFT, PILOTS and PASSENGERS from private aircraft (Private Aircraft Enforcement System), PAES. Inspectors are provided with complete, timely and detailed information which will enable them to verify the identity or status of a suspect, traveler, vehicle, or aircraft which he is processing.

Information is provided not only by Customs sources but also from other agencies, including the FBI, INS, FAA, INTERPOL, DEA, ATF, IRS, and various state and local law enforcement agencies accessible through NLETS. Some of this information is stored in the TECS II computer; the rest is available through computer-to-computer interfaces. However, the inspectors' interaction with the system is simple and straightforward, with a fill-in-the-blank query format, abundant system assists and a clear, concise presentation of results.

The components that comprise this module are:

- o Search, Arrest, & Seizure (S/A/S)
- o Memorandum of Information Received (MOIR)
- o Target Flight System
- o Landborder Operations (Primary and Secondary)
- o Airport Primary Operations
- o Airport Secondary Operations
- o Private Aircraft Enforcement System (PAES)

For a discussion of MOIR, refer to the INTELLIGENCE ANALYSIS (IL) Section of the Users Manual.

From the MAIN MENU, type the two character code # 'IO' to see the subsystem menu, or type the specific four character code, if known, to go directly to a transaction.

```
-----
14:57          TECS II MAIN SYSTEM MENU    092387  T2MU0201
                                           T2PS0202
```

```
CODE      DESCRIPTION
```

```
IO        INSPECTION OPERATIONS
```

```
CODE: *IO      KEYID: _____
                PRESS PF10 TO CHECK FOR UNVIEWED EMAIL MESSAGES
```

```
                PRESS PF2 TO VIEW DAILY NEWS
```

```
(PF1=HELP)                                           (PF10=EMAIL)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

When you key in "IO" in the CODE field, the INSPECTION OPERATIONS SUBSYSTEM options are displayed on the SUBSYSTEM MENU FOR INSPECTION OPERATION screen.

```
-----
08:18 TECS II SUBSYSTEM FOR INSPECTION OPERATIONS 091187 T2MS0402
                                           T2PS0404
```

```
ACCESS DESCRIPTION
CODE
```

```
ACCESS DESCRIPTION
CODE
```

```
IOAA  SEARCH/ARREST/SEIZURE SYS  IODR  MOIR
IODS  TARGET FLIGHT SYSTEM       IO04  LANDBORDER SECONDARY OPS.
IO16  AIRPORT PRIMARY OPS.       IO25  AIRPORT SECONDARY OPS.
IO40  PRIVATE ACFT. RNF. SYSTEM
```

```
CODE: *      KEYID: _____
```

```
(PF3=MAIN MENU) (PF4=PREV MENU)
```

```
END OF SUB-SYSTEM MENU
```

```
\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

**IOAA    SEARCH, ARREST, AND SEIZURE**

Search, Arrest and Seizure (SAS, CF151) forms are used to record statistical and enforcement information about searches, arrests and seizures made by customs officers. This sub-system is designed to allow you to enter and maintain SAS forms within TECS II.

There are several ways to access the SAS application menu:

- (1) From the Main Menu, type the four character code, IOAA, in the CODE field and press ENTER; or
- (2) From the Main Menu, type IO and press ENTER; the SUBSYSTEM FOR INSPECTION OPERATIONS menu will display as shown previously.
- (3) From the MAIN MENU access the CM CASE MANAGEMENT SUBSYSTEM MENU by selecting CM. Then enter the access code for "Enter Case Reports" (CM83); type this code in the CODE field and press ENTER. The ENTER CASE REPORTS menu will display 3 available options. You will select option "3", Search/Arrest/Seizure, and press ENTER. (The remaining options are discussed in the CM CASE MANAGEMENT section of this manual).

Depending on how you entered the SAS subsystem (either through INSPECTION OPERATIONS or CASE MANAGEMENT) once you have selected SAS reports the process will be the same from that point forward. The system will display the SAS/CF151 menu as follows:

```
-----
08:21          TECS II CF151 MENU SELECTION  080687          T2PJ01
                                          T2MJ01
```

1. ADD CF151
2. MODIFY CF151
3. CANCEL CF151
4. CONSOLIDATED CF151

PLEASE ENTER 1-4 TO MAKE SELECTION: 1

```
          (PF1=HELP)   (PF3=MAIN MENU)   (PF4=PREV MENU)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
```

You may select any one of these options by entering the number preceding that option. The selection must be between 1 and 4. If the number entered is not within that range, the following message will display:

"VALID SELECTIONS ARE 1-4"

Each of these options is discussed in detail in the following sections.

\* NOTE: To obtain a seizure number; select option 1 (ADD CF151) and complete the SUMMARY INFORMATION portion of the report and press ENTER. The system will display the number assigned to this incident. If you do not complete the seizure report at this time, the person who finishes entering the report will have to select MODIFY CF151 and enter the previously assigned number.

### 1. ADD CF151

Selection of option 1, ADD CF151, from the SAS menu will present you with the screen to be completed to add a new SAS. In this process, you will be taken through a series of screens. The following lists the screens accessed throughout the ADD (and MODIFY) process. Only those screens which apply to your transaction will be displayed. For example, only one of screens 5a-5f will be displayed depending on the type of conveyance indicated in screen 4 (CONVEYANCE SUMMARY).

1. SUMMARY INFORMATION
- 2A. SECTION OF LAW CHARGED/SEARCH INFORMATION
- B. SECTION OF LAW CHARGED
- 3A. SEIZURE INFORMATION
- B. SEIZURE INFORMATION (continued)
4. CONVEYANCE SUMMARY
- 5A. PRIVATE AIR/PRIVATE YACHT
- B. COMMERCIAL AIR (SCHEDULED/CHARTERED)
- C. COMMERCIAL VESSEL
- D. BUS/TRAIN
- E. AUTO/TRUCK/MOTORCYCLE/VAN
- F. MAIL SEIZURE
6. VIOLATOR WRAPUP
- 7A. SUBJECT RECORD ENTRY
- B. SUBJECT RECORD ENTRY
- 8A. REPORT SUMMARY
- B. ADDITIONAL NARRATIVE

#### \* NOTES:

(1) Throughout the SAS screens, as much data as possible should be entered to provide a complete and accurate report. Entering only the mandatory data elements (indicated with an \*) will usually not provide a record useful for intelligence and statistical purposes.

(2) If at any time during processing you require explanation of what to enter in a specific space on the screen, press PF2 for field help.

## SUMMARY INFORMATION

The first screen displayed in the ADD process is the SUMMARY INFORMATION screen. It is used to enter summary information about a particular violator. You must complete this screen in order to get a SAS number assigned. If you stop processing after completion of this screen, you must use the MODIFY option from the SAS Subsystem menu to complete the report.

-----  
12:55 TECS II CF151 DATA ENTRY SUMMARY INFORMATION 111787 T2MJ02  
T2PJ02

FISCAL YR\*:\_\_\_\_ DIST/PORT\*:\_\_\_\_ CONTROL NBR:\_\_\_\_ VIOLATOR NBR:\_\_\_\_  
TOPIC:\_\_\_\_  
ENTER APPLICABLE DATE/TIME INFOR BELOW: OE CASE #:\_\_\_\_  
SEARCH:\_\_\_\_ ARREST:\_\_\_\_ SEIZURE:\_\_\_\_

NO PRIOR INFO:\_\_\_\_ PRIOR DEA INFO:\_\_\_\_ PRIOR CUSTOMS INFO:\_\_\_\_  
TECS PRIMARY:\_\_\_\_ OTHER INFO:\_\_\_\_ NCIC HIT:\_\_\_\_ BLITZ:\_\_\_\_  
DOG ALERT:\_\_\_\_ X-RAY:\_\_\_\_ TECS SEC:\_\_\_\_  
ENFORCEMENT AID USED CODES:\_\_\_\_

ENTER THE FOLLOWING INFORMATION TO BE USED FOR THE FIRST VIOLATOR  
(THIS INFO CAN BE CHANGED AS APPROPRIATE FOR ADDITIONAL  
VIOLATORS)

|                      | USERID      | LAST NAME |
|----------------------|-------------|-----------|
| DECLARATION TKN BY : | _____       | _____     |
| ARRESTING OFFICER :  | _____       | _____     |
| SEIZING OFFICER :    | _____       | _____     |
| SUPERVISOR :*        | _____       | _____     |
| MITIGATING OFFICER : | _____       | _____     |
| DISTRICT DIRECTOR :  | _____       | _____     |
| BY: _____            | DATE: _____ |           |

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV PAGE)  
(PF8=NEXT PAGE)

\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/

## ENTRY PROCESS

When this screen is first displayed, enter only the first two fields, FISCAL YEAR AND DIST/PORT. The third field, CONTROL NUMBER, should only be entered when reporting on additional violators under a control number already assigned to violator 01. The following is a description of these first three fields:

\*FISCAL YEAR - the last two digits of the fiscal year of the incident being reported; an invalid entry (such as a space or letter) will result in the following error message when you request the system to process the screen:

"INVALID FISCAL YEAR"

\*DIST/PORT - the four character district port code of the incident being reported; (to see a list of valid entries for a specific field, move the cursor to the space to be filled-in and press PF2 for field help); if the code entered is not found in the table, the following error message will be displayed when you request the system to process the screen:

"INVALID DIST/PORT"

CONTROL NUMBER - for new CF151s, this is a unique identifying number assigned by the system; this should be left blank unless you are entering data for an additional violator under a single SAS #; if no CONTROL NUMBER is entered and the first two fields are correctly filled-in, you must proceed to the next screen by pressing ENTER; the system will assign the next available CONTROL NUMBER with a VIOLATOR NBR of '01' (after the screen has been completed); to add new violators to a previously entered CF151, type the control number assigned to that CF151; when you press ENTER with a CONTROL NUMBER specified, the system will check for a previous CF151 with this number; if the number is found, the VIOLATOR NBR will be incremented by one and you will be taken to the next screen; if none are found, the three fields will be blanked out and the following message will be displayed at the bottom of the screen:

"NO RECORD FOUND FOR FY, DIST/PORT AND CNTRL # ENTERED"

When you have completed the FISCAL YEAR AND DIST/PORT fields (and in some instances the CONTROL NUMBER), you may press ENTER to proceed to the next screen.

If there are no errors, the system will display the RECORD ACCESS INFORMATION screen:



Figure 1 consists of five sub-graphs labeled (a) through (e), each showing the percentage of correct responses (y-axis, 0 to 100) across five conditions (x-axis). The graphs represent different levels of initial knowledge or performance:

- (a) 100% correct: All groups show high performance, with some groups peaking at 100% in the middle condition.
- (b) 75% correct: Performance is generally high, with some groups showing a slight dip in the middle condition.
- (c) 50% correct: Performance is more varied, with some groups showing a significant dip in the middle condition.
- (d) 25% correct: Performance is lower overall, with some groups showing a significant dip in the middle condition.
- (e) 0% correct: Performance is very low, with most groups showing a significant dip in the middle condition.

(1) press ENTER - the system will check all the mandatory fields for entries and will validate all the data that has been entered; if any errors are found, an appropriate error message will be displayed at the bottom of the screen; if no errors are found the screen will redisplay with the CONTROL NUMBER AND VIOLATOR NBR filled-in and the message shown below will be displayed at the bottom of the screen (if you then press PF8, the system will proceed to one of the SECTION OF LAW CHARGED screens):

"RECORD HAS BEEN ADDED - DEPRESS PF8 TO CONTINUE"

(2) press PF8 - the system will check all the mandatory fields for entries and will validate all of the data that has been entered; if any errors are found, an appropriate error message will display at the bottom of the screen; if no errors are found, the system will go directly to one of the SECTION OF LAW CHARGED screens; note, this means that you will not see the display of the CONTROL NUMBER. It is recommended that you press ENTER in order to note the SAS number.

#### FIELD DESCRIPTIONS

The following fields are mandatory:

FISCAL YEAR - explained above.

DIST/PORT - explained above.

SEARCH, ARREST, SEIZURE (Date and Time) - date and time must be specified for ARREST or SEIZURE; date is in MMDDYY format and time is in HHMM format; if an error is made, one of the following error messages will display:

"ARREST OR SEIZURE DATE REQUIRED"  
"INVALID MONTH"  
"INVALID TIME"  
"TIME REQUIRED IF DATE ENTERED"

Method of detection field (lines starting with NO PRIOR INFO and OTHER INFO) - an 'X' must be placed in at least one of these spaces, except for PRIOR CUSTOMS INFO which must be a valid code (press PF2 to see a list); if an error is made (such as no field marked, or two mutually exclusive spaces are marked, or an invalid code in the PRIOR CUSTOMS INFO space), one of the following error messages will display:

"AT LEAST ONE METHOD REQ."  
"NO PRIOR INFO/PRIOR INFO CONFLICT"  
"INVALID PRIOR CUSTOMS INFO"

ARRESTING OFFICER - if an arrest date and time were entered, a USER-ID (or LAST NAME) must be specified; note that whenever possible USER-ID should be entered and LAST NAME left blank (the system will supply the LAST NAME when the screen is processed); if a USER-ID is not available, use the LAST NAME field to enter LAST NAME, FIRST NAME - TITLE - AGENCY ABBREVIATION; if an error is made, the following error message will display:

"INVALID ARREST OFF ID"

SEIZING OFFICER - if a seizure date and time were entered, a USER-ID or LAST NAME must be specified; note that, whenever possible USER-ID should be entered and LAST NAME left blank (the system will supply the LAST NAME when the screen is processed); if the USER-ID is not available, enter the LAST NAME, FIRST NAME, TITLE, and AGENCY ABBREVIATION into the LASTNAME field; if an error is made, the following message will display:

"INVALID SEIZING OFF ID"

SUPERVISOR - USER-ID must be specified; if an error is made, the following message will display:

"INVALID SUPERVISOR ID"

The other fields which appear on this screen, but are not mandatory are:

VIOLATOR NBR - this field is filled-in by the system when you are adding a new CF151 or adding a new violator to a previously entered CF151.

TOPIC - should be completed; use this space to summarize the major events of this SAS report; it will be displayed on hit lists of source documents linked to an individual so be as descriptive as possible; indicate the major item(s) seized, number arrested, conveyance seized; for example "1000 gr, heroin-2 arrests"; entry will not be reviewed by the system, whatever you enter in the space will be saved.

ENFORCEMENT AID USED - if an enforcement aid was used in the incident being reported, enter the code indicating what aid was used; there are 8 spaces available to enter multiple codes; PF2 will display a list of the valid codes; if an invalid code is entered, the following error message will be displayed when you request the system to process the screen:

"INVALID ENFORC. AID CODE"

DECLARATION TKN BY - the USER-ID (or LAST NAME) of the officer who took the declaration of the violator being reported; whenever possible USER-ID should be entered (refer to NOTE under ARRESTING OFFICER description); if an error is made, the following message will display:

"INVALID DECL TKN BY OFF ID"

MITIGATING OFFICER - the USER-ID (or LAST NAME) of the officer responsible for mitigating any penalty or remitting any forfeiture relative to the incident being reported; whenever possible USER-ID should be entered (refer to NOTE under ARRESTING

"INVALID MITIGATION OFF ID"

DATE - usually left blank; date of initialing for the District Director; entry will not be reviewed by the system.

From this point on through the VIOLATOR WRAPUP, if PF3 or PF4 are pressed, you must use the MODIFY option in order to continue entering this record. If a SEARCH date was entered, the SECTION OF LAW CHARGED/SEARCH INFORMATION screen will display:

| LAW   | PENALTY |  | LAW   | PENALTY |  | LAW           | PENALTY |
|-------|---------|--|-------|---------|--|---------------|---------|
| _____ | _____   |  | _____ | _____   |  | _____         | _____   |
| _____ | _____   |  | _____ | _____   |  | _____         | _____   |
| _____ | _____   |  | _____ | _____   |  | _____         | _____   |
| _____ | _____   |  | _____ | _____   |  | _____         | _____   |
| _____ | _____   |  | _____ | _____   |  | _____         | _____   |
|       |         |  |       |         |  | MORE? (Y/N) : |         |

|                     | USER ID | LAST NAME |
|---------------------|---------|-----------|
| SEARCHING OFFICER:* |         |           |
| AUTHORIZING OFFC :* |         |           |
| WITNESS :           |         |           |
| REASON FOR SEARCH:* |         |           |

^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/V^/

This screen is used to enter the section(s) of law with which the violator is charged as well as the information regarding the search results.

#### FIELD DESCRIPTIONS

The following fields are mandatory:

LAW - at least one law must be specified; this should be the section(s) of law or regulations applicable only to the violator and should be entered in "USC" or "CFR" format; no violation of law or regulation should be omitted from these spaces; an entry will be checked against a list and, if not found, a message will display when you process the screen. (If PF8 is pressed, the law will be accepted as entered); if no law(s) entered, an error message will display:

"CHECK LAW; PRESS PF8 IF CORRECT"  
"AT LEAST ONE LAW REQ."

SEARCH TYPE - one of the single letter codes, as shown in parenthesis on the screen) which describes the type of personal search conducted on the violator; if an error is made the following message will display:

"INVALID TYPE SEARCH"

RESULTS - indicate whether or not you found items that were seized or evidence which resulted in an arrest during the personal search of the violator; if an error is made the following message will display:

"INVALID RESULTS FIELD"

TIME COMPLETED - the time in HHMM format at which the personal search of the violator was completed; if an error is made the following message will display:

"INVALID SEARCH COMPLETED TIME"

SEARCHING OFFICER - the USER-ID or LAST NAME of the officer who searches the violator (refer to description of use of USER-ID and LAST NAME field given for ARRESTING OFFICER field on SUMMARY INFORMATION screen); if an error is made, the following message will display:

"SRCH. OFFC. ID OR NAME MISSING"

AUTHORIZING OFFICER - the USER-ID or LAST NAME of the officer who searches the violator (refer to description of use of USER-ID and LAST NAME field given for ARRESTING OFFICER field on SUMMARY INFORMATION screen); if an error is made, the following message will display:

"AUTH. OFFC. ID OR NAME MISSING"

REASON FOR SEARCH - one line is available to describe the reason for conducting a search; if more space is needed, you may continue in the narrative; if left blank the following message will display:

"REASON FOR SEARCH MISSING"

Other fields which appear on this screen but are not mandatory are:

VIOLATOR NAME - this is useful for keeping straight who you're working on (such as if you have multiple violators, each of which will require his own SAS report, or if a central data entry group in a high volume location is doing the processing); if a name is entered, it is not used to create a Subject Record, this must still be done separately; the system will not review this space, you may leave it blank or enter anything you want.

PENALTY - if entered, it must have a corresponding LAW; criminal penalties are not entered here; this is the full penalty prior to mitigation or remission; may be entered as dollars only or as dollars and cents (using a decimal point); maximum penalty = 999999.99; if an error is made, the following message will display:

"INVALID PENALTY FIELDS"

MORE? (Y/N) - change the 'N' to a 'Y' if you need more space to enter laws and penalties; there is space on this screen to enter 15; if something other than 'Y' or 'N' is entered, it is assumed to be 'N'.

FUNDS ON PERSON - if money on the violator is counted during the personal search, enter the amount in dollars only or in dollars and cents (using the decimal point), maximum funds not to exceed 999999.99 indicate in narrative if greater; if an error is made, the following message will display:

"INVALID FUNDS ON PERSON"

WITNESS - enter the LAST NAME, FIRST NAME, TITLE, and AGENCY ABBREVIATION of the person who witnessed the personal search of the violator; the system will not review this space, or you may leave blank or enter anything you want.

## SECTION OF LAW CHARGED

If no SEARCH date/time was indicated on the SUMMARY INFORMATION SCREEN or if you type 'Y' in the field MORE? on the SECTION OF LAW CHARGED/SEARCH INFORMATION screen, the following screen will display:

```
-----
13:02      TECS II CF151 SECTION OF LAW CHARGED      111787 T2MJ04
                                                    T2PJ04
```

VIOLATOR NAME: \_\_\_\_\_

| LAW   | PENALTY | LAW   | PENALTY | LAW   | PENALTY |
|-------|---------|-------|---------|-------|---------|
| _____ | _____   | _____ | _____   | _____ | _____   |
| _____ | _____   | _____ | _____   | _____ | _____   |
| _____ | _____   | _____ | _____   | _____ | _____   |
| _____ | _____   | _____ | _____   | _____ | _____   |

MORE? (Y/N): \_

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
 (PF7=PREV PAGE) (PF8=NEXT PAGE)  
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This screen is used to enter the section(s) of law with which the violator is charged as well as the information regarding the search results.

## ENTRY PROCESS

There are no fields marked with an \*; however at least one law must be entered on this screen.

## FIELD DESCRIPTIONS

The following field is mandatory:

LAW - (described previously in the - SECTION OF LAW CHARGED/SEARCH INFORMATION portion.)

These fields are also present but not mandatory:

VIOLATOR NAME, PENALTY, and MORE? (Y/N). For description of use of all three of these fields, refer to the SECTION OF LAW CHARGE/SEARCH INFORMATION section.

#### SEIZURE INFORMATION

The SEIZURE INFORMATION SCREEN will display only if you entered a SEIZURE date/time on the SUMMARY INFORMATION screen. This screen is used to report information regarding the seizure(s):

```

-----
12:57 TECS II CF151 DATA ENTRY-SEIZURE INFORMATION 111787 T2MJ05
                                                    T2PJ05
VIOLATOR NAME: _____
SOURCE/OUTLT: _____ CNTRY OF ORGN:* _____ PLIF: ABND: CMRCL:
PL. OF SIEZURE: (P=WITHIN P.O.E.,B=ALONG BORDER,M=MILITARY AREA)
LOCATION:* _____
APPRAISING OFFICER: _____
REMTD: _____ MITIGATED: _____ AMOUNT: _____ DATE: _____ CF5104#: _____

(DISPOSITION CODES: R=RELEASED, D=DESTROYED ON SITE, K=RETAINED)
01 DESC:* _____ COMM/CD:* _____ QTY:* _____ UM:* _____
FDIN: _____ DEC VAL: _____ FOR VAL: _____ DOM VAL: _____
WT DET: _____ DUTY: _____ CONCEAL:* _____ SEC: _____ DISP:* _____ CUST: _____

02 DESC:* _____ COMM/CD:* _____ QTY:* _____ UM:* _____
FDIN: _____ DEC VAL: _____ FOR VAL: _____ DOM VAL: _____
WT DET: _____ DUTY: _____ CONCEAL:* _____ SEC: _____ DISP:* _____ CUST: _____

SCREEN    DEC VALUE    FOR VALUE    DOM VALUE    DUTY
TOTALS    _____    _____    _____    _____

MORE? (Y/N): _____

```

(PF1=HELP) (PF2=FLD HELP) (PF3=MENU) (PF4=PREV MENU)  
(PF8=NEXT PAGE)

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#### FIELD DESCRIPTIONS

The following fields are mandatory:

LOCATION - the four digit code for the facility where the seizure is made may be entered here along with a short narrative description; the code is the Facilities Information and Resources Measurement System (FIRMS) code; a list of these codes is available in the FIRMS Table of Contents Report; if facility does not have a FIRMS code, use the code for uncoded facilities serviced by the station at which you are working (also listed in



the FIRMS Table of Contents Report); if you cannot determine the four-digit code, you may enter a narrative description of the seizure location; if left blank, the following message will display:

"LOCATION REQUIRED"

Seized Item Description - at least one line item must be entered; a line item consists of the following required field:

DESC - a brief one or two word description of each different item seized; if left blank, the following error message will display:

"DESCRIPTION REQUIRED"

COMM/CD - the (1) 3-character alpha code for narcotics prohibited merchandise, and currency or (2) 5-character numeric TSUS code for the seized item; if an error is made the following message will display:

"INVALID COMM/CD FIELD"

QTY - the quantity (in units of measure indicated in the UM field) of the item seized; enter fractional numbers in one-place decimals (e.g., 10.2); if more than one decimal place is entered, the number is truncated following the first decimal place; if exact quantity is not known, estimate the quantity and then come back at a later date using MODIFY and enter the exact quantity; if an error is made the following message will display:

"INVALID QTY FIELD"

UM - the two letter code indicating the unit of measure corresponding to the quantity entered in the QTY field; valid codes are available by pressing PF2; if an error is made the following message will display:

"INVALID UNIT FIELD"

FDIN - the FDIN code as required for certain commodity codes in certain quantities (note an entry here will require that the method of determining the weight be entered in the WT DET field); a list of commodities and the corresponding quantities which require and FDIN are available by pressing PF2; an FDIN code can be obtained by contacting El Paso Intelligence Center; if an error is made the following message will display:

"INVALID FDIN FIELD"

WT DET - the one letter code indicating the method of determining weight is required if an FDIN was entered; explanation of the 3 valid codes is available by pressing PF2; if an error is made the following message will display:

"INVALID WT DET FIELD"

CONCEAL - the single letter code which will indicate where the seized item was found; every item seized must have a concealment code; if items are found in different places, they should be entered separately, each with its own concealment code; a list of valid codes is available by pressing PF2; if an error is made the following message will display:

"INVALID CONCEAL CODE"

DISP - the single letter code which will indicate the disposition of the seized item being described; the 3 valid letters (R, D, and K) are explained on the screen as well as in fields help (PF2); if an error is made the following message will display:

"INVALID DISP CODE"

CUST - required if the code entered in the DISP field is K, indicating the seized item has been kept; enter the location of that item and/or the agency which has custody; your entry will be saved as typed.

Other fields which appear on this screen but are not mandatory are:

VIOLATOR NAME - this field is now protected; it will display as it was on the SECTION OF LAW CHARGED screen.

SOURCE/OUTLT - if the seized item comes from a commercial source abroad and that source can be considered an influencing factor in the violation, enter the name of the business in this space; this entry will not be reviewed by the system, whatever you enter in this space will be saved.

CNTRY OF ORGN - the two character ISO country code to indicate where the seized item originated; if more than one type of item is seized and they have different countries of origin, enter the country of origin of the most significant item seized; a list of valid codes is available by pressing PF2; note, the system can not determine if you have entered a correct code which does not correspond to the country you intended to specify (for example, if you typed SZ to indicate Switzerland it would be accepted by the system because SZ is a valid code; however, you have actually

specified Swaziland, CH is the correct code for Switzerland); if an error is made, the following message will display:

"INVALID COUNTRY OF ORIGIN"

PLIF - if you believe the seized item was pilfered or stolen from Customs custody, type X in this space; if any other character is entered, it is assumed to be X.

ABND - if the item was discovered and seized while unattended, type X in this space; if any other character is entered, it is assumed to be X.

CMRCL - if the item seized is considered to be a commercial importation, type X in this space; if any other character is entered, it is assumed to be X.

PLACE OF SEIZURE - type one of the codes shown on the screen to indicate the place the item was seized; more detailed explanation of these 3 codes is available by pressing PF2. Valid characters are: P, B, or M; if an error is made, the following message will display:

"INVALID PLACE OF SEIZURE"

APPRAISING OFFICER - the LAST NAME, FIRST INITIAL - TITLE- AGENCY of the officer appraising the seized items for domestic value.

RE MID - if the forfeiture is remitted at the time of seizure, type X in this space; if any other character is entered, it is assumed to be X.

MITIGATED - if the penalty was mitigated at the time of seizure, type X in the space; if any other character is entered, it is assumed to be X.

AMOUNT - the amount in dollars and cents of the forfeiture value or penalty collected (note that the next field, DATE, must be filled-in if an entry is made in this field); if an error is made, the following message will display:

"INVALID AMOUNT FIELD"

DATE - required if a forfeiture or penalty indicated in the last field, AMOUNT; this is the date in MMDDYY format on which the amount was collected; if an error is made, one of the following messages will display:

"INVALID OR MISSING DATE"  
"INVALID MONTH"

CF5104# - the CF-5104 receipt number is used to collect the forfeiture or penalty amount; if a National Cash Register receipt

was issued, use the CF-5104 number prepared for the NCR issuances; if non-numeric characters are enter, the following message will display:

"CF5104 NOT NUMERIC"

DEC VAL - the value of the item, if it was declared; use whole U.S. dollars (convert any foreign currency); do not show any values for narcotics seizures; if an error is made, the following message will display:

"INVALID DEC VAL FIELD"

FOR VAL - the dutiable foreign value (in whole U.S. dollars) for seized foreign articles; do not enter a value for narcotics seizures; if an error is made, the following message will display:

"INVALID FOR VAL FIELD"

DOM VAL - the appraised value of the seized item; in whole U.S. dollars; if this has not yet been determined, leave blank and use MODIFY at a later date to enter this amount; do not enter a value for a narcotic or prohibited item seizure; if an error is made, the following message will display:

"INVALID DOM VAL FIELD"

DUTY - the duty (in U.S. dollars and cents) for foreign dutiable article seizure that would have been collected if the article had been declared properly; do not include IRS tax as duty; if an error is made, the following message will display:

"INVALID DUT VAL FIELD"

SEC - if the seized item was concealed in a secret compartment, type an X in this space and then describe the compartment in the narrative; press PF2 from this field or see the codes on the reverse of CF151.

SCREEN TOTALS - leave blank for the system to calculate when you request the screen to be processed.

MORE? (Y/N) - refer to SECTION OF LAW CHARGE/SEARCH INFORMATION section for the description of this field.

#### SEIZURE INFORMATION (CONTINUED)

The SEIZURE INFORMATION screen shown below will display if you typed 'Y' in the MORE? field of the first SEIZURE INFORMATION screen. This screen is used to report additional items seized.

## FIELD DESCRIPTIONS

The following fields are required and are described in detail in SECTION OF LAW CHARGED portion of this section: DESC; COMM/CD; QTY; UM; FDIN; WT DET; CONCEAL; DISP; CUST.

Other fields which appear on this screen but are not mandatory are: VIOLATOR NAME; DEC VAL; FOR VAL; DOM VAL; DUTY; SEC; SCREENS TOTALS; AND MORE? (Y/N). Refer to the SECTION OF LAW CHARGED screen for descriptions of these fields.

## CONVEYANCE SUMMARY

The CONVEYANCE SUMMARY screen shown below is always displayed. This screen is used to enter additional information about the violator and the type of conveyance used.

```
-----
12:58          TECS II CF151 CONVEYANCE SUMMARY          111787 T2MJ07
                                           T2PJ07
```

VIOLATOR NAME: \_\_\_\_\_

```
CONVEYANCE TYPE:  _ AUTO  TRUCK  VAN  YACHT  MOTORCYCLE  TRAIN
                   _ COMM. ACFT (SCHLD/CHARTER)  PRIVATE ACFT
                   _ COMM. VESSEL  _ MAIL  _ BUS  _ PEDESTRIAN
                   _ OTHER
```

WILL A SUBJECT RECORD BE CREATED FOR THIS CONVEYANCE (Y/N):\* \_  
 CONVEYANCE SEARCHED? (Y/N): \_  
 COMMERCIAL? (Y/N): \_

ARRIVAL DATE : \_\_\_\_\_ TIME: \_\_\_\_\_ FROM: \_\_\_\_\_ VIA: \_\_\_\_\_  
 PL. OF DISCOVERY: \_ (P=W/I P.O.E., B=ALONG BORDER, M=MIL. AREA)  
 LOCATION: \_\_\_\_\_

TRAVEL CATEGORY:\* \_ (D=DRIVER, M=MASTER, P=PASSNGR, C=CREW, W=WALKER  
 O=OTHER)

LOCAL USE: \_\_\_\_\_  
 STATUS AT ARREST: \_\_\_\_\_  
 PROGRAM CODE: \_\_\_\_\_ ENTRY TYPE: \_\_\_\_\_ ENTRY #: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
 (PF8=NEXT PAGE)

////////////////////////////////////

## ENTRY PROCESS

You must mark one, and only one, conveyance type and you must fill-in all mandatory fields, indicated by an \*.

## FIELD DESCRIPTIONS

The following fields are mandatory; they must be filled-in:

CONVEYANCE TYPE - one, and only one, of these spaces must be marked; place an X in the space to the left of the type of importing conveyance or method of arrival used; if an error is made, one of the following messages will display:

"ONE CONV TYPE NEEDED"  
"ONLY ONE CONV TYPE ALWD"

CONVEYANCE SUBJECT RECORD - enter 'Y' if you wish to create a subject record on the conveyance; the only way to make the conveyance available to Subject Query is to create a subject record on the conveyance; if the conveyance is incidental to the seizure, do not create a subject record; enter 'N' in this space if you do not wish to create a subject record on the conveyance; if you decided not to create a subject record, the conveyance detail screen which corresponds to the type marked will display; if an error is made, the following message will display:

"INVALID SUB RCD ANSWER"

TRAVEL CATEGORY - enter one of the single character codes shown which best describes the status of the violator when entering the U.S.; a more detailed description of each of the categories is available by pressing PF2; if an error is made, the following message will display:

"INVALID TRAVL CATGRY"

Other fields which appear on this screen but are not mandatory are:

VIOLATOR NAME - this field is now protected, it will display as it was entered on the SECTION OF LAW CHARGED screen.

CONVEYANCE SEARCHED ? - type 'Y' if the conveyance was searched; if no entry is made, or if anything other than 'Y' is typed, it is assumed that the conveyance was not searched.

COMMERCIAL? - type 'Y' if the conveyance is commercial; if no entry is made, or if anything other than 'Y' is typed, it is assumed that the conveyance is not commercial.

ARRIVAL DATE - the date of arrival, in MMDDYY format, of the conveyance or pedestrian; if an error is made, one of the following messages will display:

"INVALID DATE ENTERED"

"INVALID MONTH"

TIME - the time of arrival, in HHMM format, of arrival of the conveyance or pedestrian; if an error is made, the following message will display:

"INVALID TIME"

FROM - the two character ISO country code for the country from which the conveyance or pedestrian originated; a list of valid country codes is available by pressing PF2; note, the system will not determine if you have entered a correct code which does not correspond to the country you intended to specify (see example given for COUNTRY OF ORIGIN field on SEIZURE INFORMATION screen); if an error is made, the following message will display:

"INVALID FROM COUNTRY CODE"

VIA - if the conveyance stopped in route to the U.S., enter the 2-character country code of the last country where the conveyance stopped before entering the U.S., a list of valid country codes is available pressing PF2; note, the system will not determine if you have entered a correct code which does not correspond to the country you intended to specify (see example given for COUNTRY OF ORIGIN field on SEIZURE INFORMATION screen), if an error is made, the following message will display:

"INVALID VIA COUNTRY CODE"

PLACE OF DISCOVERY - a one character code as shown on the screen to indicate the place of discovery; each of these 3 valid codes is explained further under PF2; if an error is made, the following message will display:

"INVALID PLC OF DISCVRY"

LOCATION - a narrative description of the place of discovery; this space will be saved as typed.

LOCAL USE - any information needed for local use may be entered here; this space will be saved as typed.

STATUS AT ARREST - used primarily when an action is taken based on an NCIC hit; if a violator has a record, enter the one-character code (as described under PF2) which best describes the category into which the violator falls at the time of arrest; if

the violator has no record, this space is left blank; valid characters are C,B,P,O; if an error is made, the following message will display:

"INVALID STATUS AT ARR."

PROGRAM CODE - if applicable, the three-character code corresponding to the special operation or program associated with this particular incident; a list of these codes is available by pressing PF2; if an invalid code is entered, the following message will display:

"INVALID PROGRAM CODE"

ENTRY DATE - enter the 2-character ENTRY TYPE code if the seizure involves a commercial importation on which an entry has been filed.

ENTRY # - enter the ENTRY NUMBER if the seizure involves a commercial importation on which an entry has been filed.

#### PRIVATE AIR/PRIVATE YACHT

The PRIVATE AIR/PRIVATE YACHT screen will display only if the following two conditions are true:

- (1) the space for YACHT or the space for PRIVATE AIRCRAFT on the CONVEYANCE SUMMARY screen is marked, and
- (2) the space for Create a Subject Record on the CONVEYANCE SUMMARY screen is marked with an 'N'.

This screen is used to describe the owner and registration information about the aircraft or yacht conveyance when the conveyance is incidental to the seizure and thus a subject record is not being created.



-----  
 13:02 TECS II CF151 PRIVATE AIR/PRIVATE YACHT 111787 T2MJ08  
 T2PJ08

VIOLATOR NAME: \_\_\_\_\_

REGISTRATION NUMBER:\* \_\_\_\_\_ COUNTRY:\* \_\_\_\_\_ STATE: \_\_\_\_\_  
 STYL: \_\_\_\_\_ YR: \_\_\_\_\_ MAKE:\* \_\_\_\_\_ MODL: \_\_\_\_\_ CLR: \_\_\_\_\_

OWNER 1 BUSINESS NAME: \_\_\_\_\_  
 LAST NAME: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_  
 STREET: \_\_\_\_\_ APT/SUITE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNER 2 BUSINESS NAME: \_\_\_\_\_  
 LAST NAME: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_  
 STREET: \_\_\_\_\_ APT/SUITE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_ ZIP: \_\_\_\_\_

(PF1=HELP) (PF2=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
 (PF8=NEXT PAGE)

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#### FIELD DESCRIPTIONS

The following fields are mandatory:

REGISTRATION NUMBER - the registration number of the private aircraft or vessel (yacht); if left blank, the following message will display:

"INVALID REGISTRATION NO."

COUNTRY - the 2-character ISO country code to indicate, which country issued the registration for the private aircraft/vessel conveyance; press PF2 to view the list of valid codes (see description of COUNTRY OF ORIGIN field on SEIZURE INFORMATION screen for more details); if an error is made, the following message will display:

"INVALID CNTRY OF REGTN"

MAKE - the make of the private aircraft/vessel conveyance; if left blank, the following message will display:

"INVALID MAKE CODE"

Other fields which appear on this screen but are not mandatory are:

VIOLATOR NAME - this field is now protected, it will display as it was entered on the SECTION OF LAW CHARGED screen.

STATE - required if country is U.S.; the 2-character state code to indicate the state which issued the registration for the vessel conveyance; a list of valid codes is available by pressing PF2; note, the system will not determine if you have entered a correct code which does not correspond with the state you intended to specify (for example, if you typed MI to indicate Mississippi, it would be accepted as valid, but you have entered Michigan, the correct code Mississippi is MS); if an error is made, the following message will display:

"INVALID CNTRY OF REGTN"

STYL - the style of the private aircraft/vessel conveyance; a list of valid codes is available by pressing PF2; if an error is made, the following message will display:

"INVALID VEHICLE STYLE"

YR - the last two digits of the year of manufacture of the private aircraft/vessel; if non-numeric characters are typed, the following message will display:

"INVALID YEAR ENTERED"

MODL - the model of the private aircraft/vessel; this entry will not be checked.

CLR - the 3-character code to indicate the color of the private aircraft/vessel; a list of valid codes is available by pressing PF2; if an error is made, the following message will display:

"INVALID COLOR CODE"

OWNER - if available, the following information should be entered for each registered owner of the private aircraft/vessel conveyance:

BUSINESS NAME - if applicable, the name of the business registered as the owner of the private aircraft/vessel conveyance.

LAST NAME - if applicable, the last name of the registered owner of the private aircraft/vessel conveyance.

FIRST NAME - if applicable, the first name.

MIDDLE NAME - if applicable, the middle name.

STREET - the street address of the registered owner.

APT/SUITE - if there is one, enter the apartment or suite number from the address of the registered owner.

CITY - the city of address of the registered owner.

ST - the two-character code to indicate the state of address of the registered owner; a list of valid codes is available by pressing PF2; see note under description of STATE field given above for more details; if an error is made, the following message will display:

"INVALID STATE CODE"

CNTRY - the 2-country code to indicate the country of address of the registered owner; a list of valid codes is available by pressing PF2; see note under description of COUNTRY OF ORIGIN field on SEIZURE INFORMATION screen for more details; if an error is made, the following message will display:

"INVALID COUNTRY CODE"

ZIP - if applicable, the zip code of address of the registered owner.

#### COMMERCIAL AIR (SCHEDULED/CHARTERED)

The COMMERCIAL AIR (SCHEDULED/CHARTERED) screen will display only if the following two conditions are true:

- (1) the space of COMMERCIAL AIRCRAFT (SCHEDULED/CHARTER) on the CONVEYANCE SUMMARY screen is marked, and
- (2) the space for Create a Subject Record on the CONVEYANCE SUMMARY screen is marked with an 'N'.

This screen is used to describe the airline and flight number information when the conveyance is a commercial aircraft and is incidental to the seizure and thus a subject record is not being created.

VIOLATOR NAME: \_\_\_\_\_  
FLIGHT NUMBER: \_\_\_\_\_  
AIRLINE CODE: \* \_\_\_\_\_  
AIRWAY BILL NUMBER: \_\_\_\_\_

AIRWAY BILL NUMBER - if a seizure was made from a commercial shipment, enter the airway bill number of that shipment; if the shipment is known to have an airway bill number, but you cannot determine what that number is, enter "UNKNOWN" in this space.

The COMMERCIAL VESSEL screen will display only if the following two conditions are true:

- (1) the space for COMMERCIAL VESSEL on the CONVEYANCE SUMMARY screen is marked, and
- (2) the space for Create a Subject Record on the CONVEYANCE SUMMARY screen is marked with 'N'.

This screen is used to describe the owner and registration information about the vessel conveyance of the violator when the conveyance is incidental to the seizure and thus a subject record is not being created.

13:07           TECS II CF151 COMMERCIAL VESSEL           111787 T2MJ10  
T2PJ10

VIOLATOR NAME:

VOYAGE NUMBER: \_\_\_\_\_ VESSEL NAME: \* \_\_\_\_\_  
FLAG: \* \_\_\_\_\_ B/L NUMBER: \_\_\_\_\_

OWNER BUSINESS NAME: \_\_\_\_\_  
 LAST NAME : \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_  
 STREET: \_\_\_\_\_ APT/SUITE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST: CNTRY: ZIP: \_\_\_\_\_

AGENT BUSINESS NAME: \_\_\_\_\_  
 LAST NAME : \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_  
 STREET: \_\_\_\_\_ APT/SUITE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_ ZIP: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF8=NEXT PAGE)

[illegible]

## FIELD DESCRIPTIONS

The following fields are mandatory:

VESSEL NAME - the name of the commercial vessel conveyance; if left blank, the following message will display:

"VESSEL NAME MISSING"

FLAG - the 2-character country code corresponding to the flag of the commercial vessel conveyance; a list of valid codes is available by pressing PF2; for more details see description of COUNTRY OF ORIGIN field on SEIZURE INFORMATION screen; if an error is made, the following message will display:

"INVALID FLAG"

Other non-mandatory fields are:

VIOLATOR NAME - this field is now protected.

VOYAGE NUMBER - the voyage number of the commercial vessel voyage on which the violator was travelling.

B/L NUMBER - if a seizure was made from a shipment, enter the bill of lading number of that shipment; if the shipment is known to have a bill of lading number, but you cannot determine what that number is, enter "UNKNOWN" in this space.

OWNER - if available, enter BUSINESS NAME, LAST NAME, FIRST NAME, MIDDLE NAME, STREET, APT/SUITE, CITY, ST, CNTRY, ZIP for the registered business owner of the commercial vessel; for more details on each of the components of the OWNER identification, refer to the descriptions given for the PRIVATE AIRCRAFT/YACHT screen.

AGENT - if available, enter information into each of these fields; see PRIVATE AIRCRAFT/YACHT screen explanation for description on each.

#### BUS/TRAIN

The BUS/TRAIN screen will be displayed only if the following two conditions are true:

- (1) either the space for TRAIN or the space for BUS on the CONVEYANCE SUMMARY screen is marked, and
- (2) the space for Create a Subject Record on the CONVEYANCE SUMMARY screen is marked with an 'N'.

This screen is used to describe the owner information about the bus or train conveyance of the violator when the conveyance is incidental to the seizure and thus a subject record is not being created.



12:59 TECS II CF151 AUTO/TRUCK/MOTORCYCLE/VAN 111787 T2MJ12  
T2PJ25

OWNER 1 BUSINESS NAME: \_\_\_\_\_  
 LAST NAME: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_  
 STREET: \_\_\_\_\_ APT/SUITE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNER 2 BUSINESS NAME: \_\_\_\_\_  
 LAST NAME: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_  
 STREET: \_\_\_\_\_ APT/SUITE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_ ZIP: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF8=NEXT PAGE)

The following fields are mandatory:

MAKE - the make of the vehicle conveyance; this may be the code or it may be typed out; a list of valid codes is available pressing PF2; if left blank, the following message will display:

"VEHICLE MAKE MISSING"

ISSUING COUNTRY - the 2-character code that indicates the country which issued the vehicle license; press PF2 for a list of valid codes; see note under COUNTRY OF ORIGIN on SEIZURE INFORMATION screen for more details; if an error is made, the following message will display:

"INVALID COUNTRY CODE"



NBR - the license tag number of the vehicle conveyance; if no entry is made, the following message will be displayed

"MISSING LICENSE NUMBER"

Other fields which appear on this screen but are not mandatory are:

VIOLATOR NAME - this field is protected.

VEHICLE YEAR - the last two digits of the year of manufacture of the vehicle conveyance; if non-numeric characters are typed, the following message will display:

"INVALID VEHICLE YEAR"

MODEL - the model of the vehicle conveyance.

BODY STYLE - the 2-character code to indicate the body style of the vehicle conveyance; press PF2 for a list of valid codes; if an error is made, the following message will display:

"INVALID BODY STYLE"

COLOR - the 3-character code to indicate the color of the vehicle conveyance, press PF2 for a list of valid codes, if an error is made, the following message will display:

"INVALID COLOR CODE"

LICENSE YEAR - the last 2 digits of the year of expiration of the license tag of the vehicle conveyance; if non-numeric characters are typed, the following will display:

"INVALID LICENSE YEAR"

ISSUING STATE - required if country is U.S.; the 2-character code for the state which issued the vehicle license; press PF2 for a list of valid codes; for more details, see explanation of STATE field under PRIVATE AIRCRAFT/YACHT screen; if an error is made, the following message will display:

"INVALID STATE CODE"

VEHICLE ID NUMBER (VIN) - the vehicle identification number.

B/L NUMBER - refer to explanation for this field under COMMERCIAL VESSEL screen description.

OWNER - enter as much information as available regarding the vehicle into each field shown; refer to explanation for these fields under PRIVATE AIRCRAFT/YACHT screen description.

The MAIL SEIZURE screen displays only if the following two conditions are true:

- This screen is used to enter mail conveyance information when the conveyance is incidental to the seizure and thus a subject record is not being created.

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AIR OR SURFACE - the single character code (A or S) indicates whether the mail was routed by air or by surface; if an error is made, the following message will display:

"ONLY A OR S PERMITTED"

TYPE OF MAIL - the code, as listed on the screen, indicating the type of mail; explanation of these codes is available by pressing PF2; if anything other than P, L, R, LR, PR, or O is in the space, the following message will display:

"INVALID TYPE OF MAIL"

Other fields which appear on this screen but are not mandatory are:

VIOLATOR NAME - this field is protected.

MAIL DETENTION NUMBER - enter the detention number assigned to the piece of mail seized.

APO/FPO NUMBER - if mail was sent to or received from military personnel, enter the APO or FPO number in this space; this number can be found at the end of the address line; if the number cannot be determined, enter 999999.

ADDRESSOR - fill-in as much information in these 4 fields as is available regarding the originator of the piece of mail seized; for more details, refer to explanation of OWNER fields under PRIVATE AIRCRAFT/YACHT screen description.

RETURN ADDRESS - fill-in as much information in these 6 fields as is available regarding the origin of the piece of mail seized; for more details, refer to explanation of OWNER fields under PRIVATE AIRCRAFT/YACHT screen description.

#### VIOLATOR WRAPUP

The VIOLATOR WRAPUP screen appears after the CONVEYANCE screens have been completed. The VIOLATOR WRAPUP screen is used to record information about the agencies involved in the discovery, seizure, and/or arrest of the violator.

VIOLATOR NAME:

TIME NOTIFIED: \_\_\_\_\_ TIME ARRIVED: \_\_\_\_\_ TIME RELEASED: \_\_\_\_\_

You must fill-in at least one space of the six spaces in the DISC AGENCY field. (This is also true of the ARRESTING AGENCY field if arrest date/time were filled-in on the SUMMARY INFORMATION screen.) When you have done that as well as filled-in all other available information, you are ready to press ENTER. The system will validate all the data that has been entered; if any errors are found, an appropriate message will display at the bottom of the screen. If no errors are found, you will be prompted to press PF8 to continue.

The following fields are mandatory:

"ENTER DISCOVERING AGENCY"

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available by pressing the PF2 key. If an error is made, the following message will display:

"INVALID CUSTOMS PERSONNEL CODE"

BP = mark this space if a Border Patrol officer was involved

IL = mark this space if a Immigration officer was involved

S/L= mark this space if a State or Local Law Enforcement officer was involved

DEA= mark this space if a Drug Enforcement officer was involved

O/F= If an officer from another Federal Agency was involved, enter the single character code to indicate which agency; press PF2 for a list of valid codes; if an error is made, the following message will display:

"INVALID OTHER FEDERAL AGENCY CODE"

Other fields that appear on the screen but are not mandatory are:

ARRESTING AGENCY - required if arrest date/time were marked on the SUMMARY INFORMATION Screen; mark one of the six spaces to indicate which agency made the arrest; the six spaces are used as explained above under DISC AGENCY.

PART IN ARREST - mark one of the six spaces to indicate which agency, if any assisted the agency which made the arrest; the six space are used as explained above under DISC AGENCY.

SEIZING AGENCY - required if seizure date/time were marked on the SUMMARY INFORMATION screen; mark one of the six spaces to indicate which agency made the seizure; the six space are used as explained above under DISC AGENCY.

PART IN SEIZURE - mark one of the six spaces to indicate which agency, if any, assisted the agency which made the seizure; the six spaces are used as explained above under DISC AGENCY.

ARREST RELSD TO - mark one of the six spaces to indicate to which agency the arrested was released; the six spaces are used as explained above under DISC AGENCY.

REFUSED BY - mark one of the six spaces to indicate which agency declined prosecution; the six spaces are used as explained above under DISC AGENCY.

TIME NOTIFIED - the time, in HHMM format, that the officer who took custody of the arrestee was notified; if non-numeric characters are typed, the following message will display:

"INVALID TIME NOTIFIED"

TIME ARRIVED - the time, in HHMM format, that the officer who took custody of the arrestee arrived; if non-numeric characters are typed, the following message will display:

"INVALID TIME ARRIVED"

TIME RELEASED - the time, in HHMM format, that the arrestee was released to the officer who took custody; if non-numeric characters are typed, the following message will display:

"INVALID TIME RELEASED"

#### SUBJECT RECORD ENTRY

After completing the VIOLATOR WRAPUP screen, you must enter subject data for the violator(s) and/or conveyance involved in the incident. The SAS is not considered ready for supervisory approval until one or more subject records have been added. (The only exception to this requirement is if the seizure is indicated as abandoned on the SEIZURE INFORMATION screen). Subject records must be added from the VIOLATOR WRAPUP screen. From the REPORT SUMMARY screen or from an ADDITIONAL NARRATIVE screen, use PF7 to return to the VIOLATOR WRAPUP screen (if you have not entered the subject record data before the summary and narrative).

#### ENTRY PROCESS

On the VIOLATOR WRAPUP SCREEN, press PF13. This will display the LINKAGE TYPE SELECTION MENU from which you can add, modify, and link subject records. This process is explained in detail in Subject Records Maintenance section. When you are finished, press PF4 to return to the VIOLATOR WRAPUP screen. Then the screen will say "PRESS PF8 TO CONTINUE". PF8 takes you to the REPORT SUMMARY explained in the next portion of this section of the User's Manual.

On the second screen of SUBJECT ENTRY, the STATUS CODES which should be used in SAS are SV for Serious Violator, SM for Minor Violator, and NA for Non-Violator Associate.

#### REPORT SUMMARY

The REPORT SUMMARY screen is always displayed. It appears when you press PF8 after successfully completing the VIOLATOR WRAPUP

screen. This screen is used to record the narrative summary information about the incident.

```
-----
13:00          TECS II SEARCH ARREST AND SEIZURE          111787 T2MJ32
                                           T2PJ32
REPORT-ID: 8801010003401  REPORT NO: 881010003401
*****
***** REPORT SUMMARY *****
```

```

              (PF1=HELP) (PF3=MAIN MENU) (PF4=SAS MENU)
            (PF7=PREVIOUS PAGE) (PF8=NEXT PAGE) (PF20=FREE TEXT)
  /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

#### ENTRY PROCESS

You must enter a summary. If you fill the screen and need more space, you may press PF8 to get another blank screen (labelled ADDITIONAL NARRATIVE). When you are finished entering the narrative, you may do one of two things:

(1) press PF7 - this will take you back to the VIOLATOR WRAPUP screen so that you may enter any subject data on the violator(s) and/or conveyance involved in the incident.

(2) press PF4 - this will display the instruction shown below; if you next press PF4 or PF14 you will exit back to the SAS menu screen; if you do not wish to exit after pressing PF4 the first time and seeing the instructions shown below, press your CLEAR key twice to reset the REPORT SUMMARY screen.

```

      "PRESS PF4 TO EXIT WITHOUT SUPERVISOR APPROVAL"
      "PRESS PF14 IF REPORT IS READY FOR SUPERVISOR APPROVAL"
```

## FIELD DESCRIPTION

A narrative entry is required on this screen. The cursor is positioned in the upper left hand corner ready for you to begin typing. If you try to process this screen without entering anything at all, the following error message will be displayed:

"REPORT SUMMARY MANDATORY"

## ADDITIONAL NARRATIVE

This ADDITIONAL NARRATIVE screen is displayed if you press PF8 after entering text on the REPORT SUMMARY screen or on any ADDITIONAL NARRATIVE screen. This screen is used to continue entry of narrative information about the incident.

```
-----
13:00                                     111787 T2MJ33
                                           T2PJ33
REPORT-ID: 8801010003401  REPORT NO: 8801010003401
***** ADDITIONAL NARRATIVE ***** PAGE 1 *****
```

```
      (PR1=HELP) (PF3=MAIN MENU) (PF4=SAS MENU) (PF7=PREV PAGE)
              (PF8=NEXT PAGE)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
```

## ENTRY PROCESS

If you fill the screen and need more space, you may press PF8 to get another blank screen. When you are finished entering the narrative, you may do one of two things:

(1) press PF7 - once for each narrative screen you have used; this will take you back to the VIOLATOR WRAPUP screen so that you may enter any subject data on the violator(s) and/or conveyance involved in the incident (if you have not already done so).



(2) press PF4 - this will display the instruction shown below; if you next press PF4 or PF14 you will exit back to the SAS MENU screen; if you do not wish to exit after pressing PF4 the first time and seeing the instructions shown below, press your CLEAR key twice to reset the REPORT SUMMARY screen.

"PRESS PF4 TO EXIT WITHOUT SUPERVISOR APPROVAL"  
"PRESS PF14 IF REPORT IS READY FOR SUPERVISOR APPROVAL"

## 2. MODIFY CF151

Selection of option 2, MODIFY CF151, from the SAS menu will display the SUMMARY INFORMATION screen which you will complete in order to select an existing SAS report for update. In this process, you will be taken through the same series of screens used for the 'ADD' process, with the exception of the SUMMARY INFORMATION screen.

### SUMMARY INFORMATION

When first displayed under 'MODIFY', this screen is used to specify the existing SAS report which you wish to recall.

### ENTRY PROCESS

When this screen is displayed, you must first complete all 4 fields at the top of the screen: FISCAL YEAR, DIST/PORT, CONTROL NUMBER, and VIOLATOR NBR. Fill in these fields as they appeared in the original entry of the report which you are trying to retrieve. Keep in mind, they must be identical to the existing report which you wish to retrieve in order for the system to find that report.

FISCAL YEAR - the last two digits of the fiscal year entered on the original report of the incident; if left blank, the following error message will display:

"PLEASE ENTER FISCAL YEAR"

DIST/PORT - the 4-character district port code entered on the original report of the incident; if left blank, the following message will display:

"PLEASE ENTER DIST/PORT"

CONTROL NUMBER - the 5 digit control number assigned by the system to the original report of the incident; if left blank, the following error message will display:

"PLEASE ENTER CONTROL NUMBER"

VIOLATOR NBR - the 2-digit violator number assigned by the system to the original report on the violator; if left blank, the following error message will display:

"PLEASE ENTER VIOLATOR NUMBER"

When you have completed these four fields, press ENTER. The system will check to see that you have filled in all four and, if not, will display an appropriate error message. If it finds that an entry has been made in each of the four fields, it will look for an existing SAS number which matches the one you have entered. If the system cannot find an existing SAS report to match the one you have requested, the message shown below will be displayed and you may reenter your request.

"NO MATCHING RECORD FOUND"

If a match is found, that report will be displayed for you to modify. You will be able to change all the fields on this screen except for the first four, which are now protected. Detailed descriptions of each of the remaining fields is given below. When you are ready to process the screen, you may do one of two things:

(1) press ENTER - the system will check all the required fields for entries and will validate all the data that has been entered; if any errors are found, an appropriate error message will be displayed at the bottom of the screen; if no errors are found, the message shown below will be displayed at the bottom of the screen (if you then press PF8, the system will proceed to one of the SECTION OF LAW CHARGED screens):

"NO ERROR FOUND - DEPRESS APPROPRIATE KEY TO CONTINUE"

(2) press PF8 - the system will check all the required fields for entries and will validate all the data that has been entered; if any errors are found, an appropriated error message will be displayed at the bottom of the screen; if no errors are found, the system will go directly to one of the SECTION OF LAW CHARGED screens.

NOTE: Under MODIFY, you will not be shown the RECORD ACCESS screen for update.

#### FIELD DESCRIPTIONS

The following fields are required, they must be filled-in:

FISCAL YEAR - explained above.

DIST/PROT - explained above.

CONTROL NUMBER - explained above.

VIOLATOR NUMBER - explained above.

SEARCH, ARREST, SEIZURE date and time fields - date and time for these actions may be changed from what was originally reported as long as at least one of these three actions is specified; for more details, refer to explanation under SUMMARY INFORMATION screen in the ADD section.

Method of detection entry spaces (lines starting with NO PRIOR INFO and OTHER INFO) - this may be changed from what was originally reported as long as at least one of these spaces is marked; for more details, refer to explanation under SUMMARY INFORMATION screen in the ADD section.

ARRESTING OFFICER - this may be changed from how it was originally specified; for more details, refer to explanation under SUMMARY INFORMATION screen in the ADD section.

SEIZING OFFICER - this may be changed from how it was originally specified; for more details, refer to explanation under SUMMARY INFORMATION screen in the ADD section.

SUPERVISOR - this may be changed from how it was originally specified; for more details, refer to explanation under SUMMARY INFORMATION screen in the ADD section.

The other fields which appear on this screen, but are not mandatory are listed below. The entry in each may be changed from what was originally entered. For more details on the use of each of these fields, refer to the explanations given under SUMMARY INFORMATION screen in the ADD section.

TOPIC  
ENFORCEMENT AID USED  
DECLARATION TKN BY  
MITIGATING OFFICER  
DISTRICT DIRECTOR  
BY  
DATE

The remaining screens, listed below, are used the same in MODIFY as described in ADD. For description of these screens and the fields which appear on each, refer to the explanations given in the section in ADD CF151:

SECTION OF LAW CHARGED/SEARCH INFORMATION  
SECTION OF LAW CHARGED  
SEIZURE INFORMATION  
SEIZURE INFORMATION (continued)  
CONVEYANCE SUMMARY  
PRIVATE AIR/PRIVATE YACHT

COMMERCIAL AIR (SCHEDULED/CHARTERED)  
 BUS/TRAIN  
 AUTO/TRUCK/MOTORCYCLE/VAN  
 MAIL SEIZURE  
 VIOLATOR WRAPUP  
 SUBJECT RECORD ENTRY  
 REPORT SUMMARY  
 ADDITIONAL NARRATIVE

### 3. CANCEL CF151

This section will describe the process for cancelling an existing SAS. Selection of option 3, CANCEL CF151, from the SAS MENU will present you with the following screen:

```

-----
13:17          TECS II CF151 DATA ENTRY          111787 T2MJ2801
                CANCELLATION OF REPORT                T2PJ2801
  
```

FISCAL YR:\*\_\_ DIST/PORT:\*\_\_ CTRL NBR:\*\_\_ VIOLATOR NBR\*\_\_

(PF1=HELP) (PF2=FDL HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
 (PF5=RESTORE)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

You must fill in FISCAL YEAR, DIST/PORT, CONTROL NUMBER, and VIOLATOR NBR as described in the Entry process for use of the SUMMARY INFORMATION screen under MODIFY.

When you have completed these four fields, press ENTER. The system will check to see that you have filled-in all four and, if not, will display an appropriate error message. If it finds that an entry has been made in each of the four fields, it will look for an existing SAS number which matches the one you have entered. If the system cannot find an existing SAS report to match the one you have requested, the message shown below will be displayed and you may reenter your request:

"THERE IS NO REPORT THAT MATCHES YOUR REQUEST"

"CANCEL THIS REPORT (Y/N)? "

4. CONSOLIDATED CF151

## CONSOLIDATED SUMMARY INFORMATION

13:17    TECS II CONSOLIDATED CF151 SUMMARY INFO    111787 T2MJ2901  
T2PJ2901

FISCAL YEAR:\* DIST/PORT:\* REPORT PERIOD MO/YR:\*  
TYPE OF REPORT:\* (A=ARREST, S=SEIZURE)

DISTRICT DIRECTOR NAME: \_\_\_\_\_  
BY: \_\_\_\_\_

```
(PF1=HELP) (PF2=FDL HELP) (PF3=MAIN MENU) PF4=PREV MENU)
(PF5=RESTORE)
```

[illegible]

## FIELD DESCRIPTIONS

The following fields are mandatory. For more details, refer to description of these fields which appears under the Entry Process for the SUMMARY INFORMATION screen in MODIFY CF151:

FISCAL YEAR  
DIST/PORT  
REPORT PERIOD MO/YR  
TYPE OF REPORT

Other fields which appear on this screen but are not mandatory are listed below. For more details, refer to the description of these fields which appears under SUMMARY INFORMATION screen in ADD CF151:

DISTRICT DIRECTOR NAME  
BY

## RECORD ACCESS

The second screen to be displayed is the RECORD ACCESS INFORMATION screen. For more details, refer to the (1) SUMMARY INFORMATION - ADD portion of this section and/or (2) the CM CASE MANAGEMENT overview section of this User Manual.

Whether or not you change the access press the ENTER key when done with this screen. The next screen displayed will be either (1) CONSOLIDATE CF151 ARREST or (2) CONSOLIDATED CF151 SEIZURE; which one displays is determined by the entry made in the field TYPED OF REPORT on the CONSOLIDATED SUMMARY INFORMATION screen.

## CONSOLIDATED CF151 ARREST

The CONSOLIDATED CF151 ARREST screen shown below will be displayed following the CONSOLIDATED SUMMARY INFORMATION screen if the TYPE OF REPORT field on the later screen has been entered as A. This screen is used to consolidate arrest reports. There is space for 5 arrests on each screen.

(DISCOVERY PLACE CODES: P=W/I P.O.E., B=ALONG BORDER, M=MIL. AREA)  
(AGENCY RELEASED TO CODES: B=B PTRL, I=INS, S=STATE, L=LOCAL,  
D=DEA, O=THHER)

# ARRESTED: \* \_\_\_\_\_ CITIZENSHIP: \* \_\_\_\_\_ ARREST DATE: \* \_\_\_\_\_  
DISCOVERY PLACE: \* \_\_\_\_\_ LAW: \* \_\_\_\_\_ AGENCY RELEASED TO CODE: \* \_\_\_\_\_

MORE? (Y/N) :

(PF1=HELP) (PF2=FDL HELP) (PF3=MAIN MENU) PF4=PREV MENU)  
(PF5=RESTORE)

## FIELD DESCRIPTIONS

The following fields are mandatory, and must be filled-in:

# ARRESTED - enter the number of persons of the same citizenship who were arrested in the incident being reported; if an error is made, one of the following messages will display:

"ENTER NUMBER ARRESTED"  
"INVALID NUMBER ARRESTED"

CITIZENSHIP - the 2-character country code to indicate the citizenship of the violators arrested; press PF2 for a list of valid country codes; for more details, refer to the description of COUNTRY OF ORIGIN field on SEIZURE INFORMATION screen; if an error is made, one of the following messages will display:

"ENTER CITIZENSHIP"  
"INVALID CITIZENSHIP"

ARREST DATE - enter the date, in MMDDYY format, on which the arrests occurred; if an error is made, one of the following error messages will display:

"ENTER ARREST DATE"  
"INVALID ARREST DATE"

LAW - enter the section(s) of law or regulations applicable only to the violators using "USC" or "CFR" format; for more details, refer to description of this field given under SECTION OF LAW CHARGED/SEARCH INFORMATION screen.

AGENCY RELEASED TO CODE - one of the single-character codes as shown on the screen to indicate the agency to which the arrestees were released; more details are available by pressing PF2; if an error is made, one of the following messages will display:

"SPECIFY AGENCY RELEASED TO"  
"INVALID AGENCY RELEASED TO CODE"

MORE? (Y/N) - if you want to enter more arrests, type Y in this space and another CONSOLIDATED CF151 ARREST screen will be displayed; if you have entered all the arrests, enter N in this space; if an error is made, the following message will display:

"INVALID ENTRY, ENTER EITHER Y OR N"

Other fields which appear on this screen but are not mandatory are:

DISCOVERY PLACE - the single-character code as shown on the screen to indicated the place of discovery of the violation; more detail is available by pressing PF2; if an error is made, the following error message will display:

"INVALID PLACE OF DISCOVERY"

#### CONSOLIDATED CF151 SEIZURE

The CONSOLIDATED CF151 SEIZURE screen shown below will be displayed following the CONSOLIDATED SUMMARY INFORMATION screen if the TYPE OF REPORT field on the later screen has been entered as S. This screen is used to consolidate seizure reports. There is space for 5 seizures on each screen.



LN  
NBR

```

001 # SEIZURES:*          DESCRIPTION:*          COMM/CM:*
    QTY:*          UM:*          FOR VALUE:          DOM VALUE:
    PARTICIPATION:_  CONCEAL:_  PENALTY:          SEIZURE DATE:
002 # SEIZURES:*          DESCRIPTION:*          COMM/CM:*
    QTY:*          UM:*          FOR VALUE:          DOM VALUE:
    PARTICIPATION:_  CONCEAL:_  PENALTY:          SEIZURE DATE:
003 # SEIZURES:*          DESCRIPTION:*          COMM/CM:*
    QTY:*          UM:*          FOR VALUE:          DOM VALUE:
    PARTICIPATION:_  CONCEAL:_  PENALTY:          SEIZURE DATE:
004 # SEIZURES:*          DESCRIPTION:*          COMM/CM:*
    QTY:*          UM:*          FOR VALUE:          DOM VALUE:
    PARTICIPATION:_  CONCEAL:_  PENALTY:          SEIZURE DATE:

```

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU)  
(PF4=PREV MENU) (PF5=RESTORE) (PF7=PREV PAGE)

## FIELD DESCRIPTIONS

The following fields are mandatory, and must be filled-in:

```
# SEIZURES - enter the number of seizures being reported in this
single line item; if an error is made, one of the following
message will display:
```

"PLEASE ENTER NUMBER OF SEIZURES"  
"INVALID NUMBER OF SEIZURES"

DESCRIPTION - enter the narrative description of the item(s) seized; if left blank, the following message will display:

"PLEASE ENTER DESCRIPTION"

COMM/CM - enter the three-character code for drugs or prohibited items or the tariff number; press PF2 to view of list of valid codes; if an error is made, one of the following messages will display:

"PLEASE ENTER COMMODITY CODE"  
"INVALID COMMODITY CODE"

QTY - enter the total quantity covered by this line item; if an error is made, one of the following messages will display:

"PLEASE ENTER QUANTITY"  
"INVALID QUANTITY"

UM - enter the appropriate unit of measure for the item and quantity reported; if an error is made, one of the following messages will display:

"PLEASE ENTER UNIT OF MEASURE"  
"INVALID UNIT OF MEASURE"

MORE? (Y/N) - if you want to enter more arrests, type Y in this space and another CONSOLIDATED CF151 ARREST screen will be displayed; if you have entered all the arrests, enter N in this space; if an error is made, the following error message will display:

"INVALID ENTRY, ENTER EITHER Y OR N"

Other fields which appear on this screen but are not mandatory are:

LN NBR - this column is protected, it indicates the line number on the consolidate report.

FOR VAL - enter foreign value in U.S. dollars (no cents); if an error is made, the following message will display:

"INVALID FOREIGN VALUE"

DOM VAL - enter domestic value in U.S. dollars (no cents); if an error is made, the following message will display:

"INVALID DOMESTIC VALUE"

PARTICIPATION - enter the code to indicate the Customs officer making or participation in the seizure; press PF2 to see a list of valid codes; if an invalid code is entered, the following error message will display:

"INVALID PARTICIPATION CODE"

CONCEAL - enter the appropriate concealment code, if applicable; press PF2 to see a list of valid codes; if an invalid code is entered, the following message will display:

"INVALID CONCEALMENT CODE"

PENALTY - enter the total penalty amount in dollars and cents for this line item; if an invalid amount is entered, the following message display:

"INVALID VALUE"

SEIZURE DATE - enter the date on which the seizure(s) reported on this line were made; if an invalid date is entered, the following message will display:

"INVALID SEIZURE DATE"

#### IODR MOIR (Memorandum of Information Received)

The Memorandum of Information Received (MOIR) is used to outline and document information of special intelligence value. It may include intelligence and investigative outlines including surveillance, interviews and research, as well as receipt of information.

The MOIR will also be used extensively by Inspection and Control personnel to record occurrences or events of enforcement interest that require formal documentation.

For a discussion of MOIR, refer to the IL INTELLIGENCE ANALYSIS section of the Users Manual.

The Target Flight System allows you to generate reports which identify:

- all flights that arrive directly from narcotics source cities.
- all connector flights from narcotics source cities.

\*NOTE: Flights which are rated as "low threat" are not displayed.

When you have entered IODS on the SUBSYSTEM FOR INSPECTION OPERATIONS screen and pressed the ENTER key, the following TARGET FLIGHT SYSTEM REPORT REQUEST screen will display:

14:20                   TECS II TARGET FLIGHT SYSTEM                   122787 T2MK50  
                              REPORT REQUEST                                           T2PK50

.....

DATA AVAILABLE FOR THE PERIOD 111687 THROUGH 013188

```
AIRPORT CODE      FLL
REPORT DATE       122887      (MMDDYY)
START TIME        0000
FINISH TIME       2359
REPORT TYPE       D           D=DAILY,W=WEEKLY,S=SOURCE CITY
ONLINE OR BATCH   B           O=ONLINE,B=BATCH
REMOTE PRINTER
```

\*\*\*\*\*

```
(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
```

Each of the fields on this screen have default entries previously defined, with the exception of the REMOTE PRINTER field.

Any of these fields may be changed depending upon your report requirements.

The following field descriptions will explain the propose of each field:

AIRPORT CODE - this field is used to identify the airport for which the report is being requested.

You may request a report pertaining to your current airport or you may change it to a different airport.

REPORT DATE - this field usually reflects the current date when the screen first displays, but it can be changed if a report is being requested from a previous date. The standard date format is MMDDYY and must always be used.

START TIME/FINISH TIME - this field always displays a 24 hour period, 0000 to 2359. You may change the time(s) depending on the time period for which reports are requested. The standard time format of HHMM is required.

REPORT TYPE - specifies whether the report is generated daily, weekly or Source City. You may change this field according to your report requirements.

- o Daily - shows arrivals for a specific date.
- o Weekly - shows arrivals for an entire week.
- o Source City - estimates arrivals from source cities.

ONLINE OR BATCH - this field is used to specify how the report will be generated. 'B'-Batch is the default, but can be changed to 'O'-Online.

REMOTE PRINTER - this field is used to designate a remote printer. Currently a hard copy of the report is only available through your remote printer.

If no Remote-ID is displayed when the REQUEST screen appears, you may enter the code of your REMOTE PRINTER. When there is no remote printer identified, inform the HELP DESK so that the correct printer will be displayed in subsequent reports.

In many cases, several fields may appear blank when the screen is first displayed. When this happens, complete the fields with the information appropriate to your report requirements.

Once all of the fields have been completed press ENTER to submit the request. A message will display at the bottom of the REQUEST screen stating that a request has been submitted. The job name and remote printer number are identified in the message.

If more reports are requested, press ENTER again. The request screen will clear to its original state, so that you may continue.

If you do not want to request additional reports, press PF3 or PF4 to exit to the MAIN MENU or to the PREV MENU.

## LANDBORDER OPERATIONS

There are two separate operations incorporated into Landborder Operations at each landborder crossing location: Landborder Primary Operations and Landborder Secondary Operations.

### LANDBORDER PRIMARY

The Landborder Primary Operation provides the initial screening of vehicles entering the United States. Inspectors enter license plate numbers of vehicles into special primary terminals consisting of a single display line. The data entered is searched against vehicle information of particular interest to Customs and other agencies. These data are often referred to as 'Lookout' data. You will be informed, via the terminal, if there is a match, or 'hit', on the data entered. You will also be advised if the vehicle has crossed multiple times within the last 24 hours. Primary terminals may also be utilized to: recall previously queried vehicles; notify secondary operators of port runners; notify secondary operators of vehicles referred (a non-hit); and to request immediate assistance.

All lookout hits from the primary terminals are automatically sent to the secondary screen located at the same site. From here, Secondary Landborder Inspectors can perform a more extensive inspection on the subjects referred and utilize the query data passed from primary to easily perform a secondary query.

Before starting your queries, you must sign-on to the primary terminal. To do this key in TECS and press ENTER (spacebar). The system will respond ENTER ID; key in your 9-character USER ID and press ENTER (spacebar). The system will respond ENTER PASSWORD; key in your normal TECS II password and press ENTER (spacebar). The system will respond LOGGED ON. You are now ready to start your queries. When you leave the primary terminal, you must sign-off by keying LOGOFF and pressing ENTER (spacebar). The next user will have to sign-on as discussed above. The sign-on process is discussed in detail in the ACCESS TO TECS II section of this manual.

The LANDBORDER PRIMARY TERMINAL screens permit the inspector to input, and receive, a string of up to 20 characters. There are five types of inputs associated with this screen:

- Vehicle Query
- Referral to Secondary (of non-hits)
- Previous Query Recall
- Port Runner Notification
- Immediate Assistance

Each of these transactions, and the corresponding responses, are discussed in further detail below:

## VEHICLE QUERY INPUT

License number information must conform to the following conditions:

- o The input consists of up to 12 characters; the first two must be alphabetic, and correspond to a table of valid values (explained further below). The remaining characters, up to ten, are alphanumeric.
  - o If the inspector observes an error in input, he must transmit the invalid query by pressing the (SPACEBAR), and re-enter the correct information.
  - o Any input that does not follow the above specifications will generate an error message.
  - o The first two characters represent State, Province, Country, Territory, or Possession codes and must conform to the format described below.
- 1) If a United States plate-- the State code must be entered.
  - 2) For United States diplomatic plates the code US is entered.
  - 3) For plates of Puerto Rico-- the code PR is entered. For plates of the Virgin Islands-- the code VI is entered.
  - 4) If a Mexican plate--either:
    - a) the Mexican State code\* is entered, or
    - b) the Country code (MM), is entered

\* the Mexican State code is preferred for a more exact match and for precise query history.
  - 5) If a Canadian plate--either:
    - a) the Canadian Province or Territory code\*\* is entered or,
    - b) the Country code (CD), is entered.

\*\* The Canadian Province or Territory code is preferred for more exact search and for precise query history.
  - 6) If the plate is other than those mentioned above, it is designated as 'other foreign country' by entering the code FC.

Once you have entered the license number, the SPACEBAR is pressed and the database is searched. Depending on the status of the information entered, several possible responses may be returned to the operator. These are discussed below.

## VEHICLE QUERY RESPONSE

The table below lists the possible conditions and the generic form of the system response to a vehicle query. These responses will be displayed on the primary terminal.

| VEHICLE PRIMARY QUERY          |                              |                                                   |
|--------------------------------|------------------------------|---------------------------------------------------|
| INPUT                          | CONDITION                    | OUTPUT*                                           |
| STATE/PROVINCE<br>COUNTRY CODE | 1) No Hit or<br>Silent Hit   | YYXXXXXXXXXX*NO                                   |
| &                              | 2) 24 HR Crossing<br>Notice  | NO-N                                              |
| LICENSE                        | 3) TECS Hit<br>without A/D   | S/I-TECS-LL                                       |
| NUMBER                         | 4) NCIC Hit<br>without A/D   | S/I-NCIC-CC                                       |
|                                | 5) TECS OR NCIC<br>Hit & A/D | A/D                                               |
|                                | 6) Invalid Input/<br>Errors  | INVALID STATE<br>INVALID LICENSE<br>INVALID INPUT |

## \* Legend:

|            |                                                                                                                                                                                         |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YY         | State/Province/Country Code                                                                                                                                                             |
| XXXXXXXXXX | License Number                                                                                                                                                                          |
| N          | Number of times crossed(1-9)<br>in last 24 hrs.                                                                                                                                         |
| S/I        | Two character special instruction:<br>A/D - Armed and Dangerous;<br>E/S - Escort to Secondary<br>P/R - Prior Port Runner<br>INS - Immigration Lookout<br>P/Q - Plant Quarantine Lookout |
| LL         | Lookout Level (L1,L2,,or L3)                                                                                                                                                            |
| CC         | NCIC type codes:<br>WP: Wanted Person<br>FV: Felony Vehicle<br>SV: Stolen Vehicle<br>SP: Stolen Plate                                                                                   |
| A/D        | Armed and Dangerous                                                                                                                                                                     |

////////////////////////////////////



## EXPLANATION OF VEHICLE QUERY SYSTEM RESPONSES

The following general comments can be made regarding responses to Primary terminals.

All "hit" conditions will generate a response at Primary.

All Primary Hits on Lookout data will pass data to the LANDBORDER SECONDARY Hits and REFERRALS LIST.

Hits may result from a match on the license plate data only. Specifically, if the "Lookout" file contains information only at a higher, more generalized level, (e.g. Country code, but no State or Province code), then the response to the primary terminal will be a 'Hit' (the same as if an exact match on the entire input string had occurred). Further, Hits on Lookout will be prioritized, according to the following hierarchy:

- |             |                |
|-------------|----------------|
| 1) A/D NCIC | 6) TECS-L1     |
| 2) A/D INS  | 7) TECS-L2     |
| 3) A/D TECS | 8) TECS-L3     |
| 4) NCIC     | 9) TECS        |
| 5) INS      | 10) SILENT HIT |

The following address specific responses as related to the status, or condition, of the license number in the Lookout file as presented in the Vehicle Primary Query table.

- 1) The first condition, No Hit or Silent Hit, produces a response in the form YYXXXXXXXXXX\*NO at the Primary terminal. A silent hit will result in a hit notification to the record owner.
- 2) The second condition produces a response in the form 24hr-N, with variations in number of times the vehicle crossed in the last 24 hours (1-9).
- 3) Condition three (TECS Hit without A/D message), produces a response in the form S/I-TECS-LL, where S/I and LL are optional codes.
- 4) Condition four consists of NCIC hits. The response to the primary terminal is in the form S/I-NCIC-CC, where S/I and CC are optional codes.
- 5) Condition five will return to the screen 'A/D', for any license plate identified as Armed and Dangerous, regardless of

the source of the hit. An audible alarm is sounded at the sending terminal, as well as adjacent, primary terminal(s). Adjacent terminals are identified as the two nearest operating (signed-on) primary terminals. Alarms also sound at all Secondary terminals at that location.

6) Condition six will produce the error message, INVALID STATE, if the first two characters of the input string are not valid. If the remaining characters are not alphanumeric, the message INVALID LICENSE will appear on the screen. All other errors will result in an INVALID INPUT message.

The following table provides examples of responses to the inspectors input of various license numbers for a given status of the information in the Lookout file.

EXAMPLES OF LANDBORDER PRIMARY INPUT AND RESPONSES  
FOR GIVEN LICENSE PLATE STATUS IN 'LOOKOUT' FILE

| <u>VEH.</u><br><u>#</u> | <u>DATA</u><br><u>ENTERED</u> | <u>'LOOKOUT'</u><br><u>STATUS</u> | <u>TERMINAL</u><br><u>DISPLAY</u> |
|-------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| 1                       | NMABC123                      | NO HIT                            | NMABC123*NO                       |
| 2                       | SDZXC345                      | SILENT HIT                        | SDZXC345*NO                       |
| 3                       | HLABC123                      | TECS HIT &<br>S/I=INS             | INS-TECS                          |
| 4                       | AKAAA333                      | TECS HIT &<br>S/I=P/R             | P/R-TECS                          |
| 5                       | CHZZZ222                      | NCIC HIT &<br>CC=SP               | NCIC-SP                           |
| 6                       | PBFFF333                      | NCIC HIT<br>& CC = SV             | NCIC-SV                           |
| 7                       | QQWSX123                      |                                   | INVALID STATE                     |
| 8                       | AZB&D123                      |                                   | INVALID LICENSE                   |
| 9                       | TXASD234                      | TECS HIT                          | TECS                              |
| 10                      | AR123456                      | NCIC HIT &<br>S/I=A/D             | A/D                               |

## INSPECTOR REFERRAL TO SECONDARY INPUT

As indicated previously all Lookout hits are automatically sent to Secondary terminals. However, you may refer vehicles with a non-hit status to secondary via the primary terminal. This is accomplished by entering either a 1, 2, or 3; 1C, 2C, or 3C; 1I, 2I, or 3I; 1A, 2A, or 3A depending on the sequence of the license plate processed. 1 refers to the last vehicle queried, 2-next to the last vehicle queried, 3-the query before the next to the last. The referral is general if the number is not followed by a letter; C indicates a referral to Customs; I indicates INS, A indicates Agriculture. Pressing the SPACEBAR is required to transmit the referral.

## INSPECTOR REFERRAL TO SECONDARY RESPONSE

The response "REFERRED", is displayed at the primary terminal to indicate that the referral has been transmitted. The table below shows that the output will always be the same at the primary terminal. However, the specific referral type will be indicated at the secondary terminals.

## INSPECTOR REFERRAL TO SECONDARY

| <u>INSPECTOR<br/>INPUT</u> | <u>CONDITION</u>      | <u>SYSTEM<br/>RESPONSE</u> |
|----------------------------|-----------------------|----------------------------|
| 1,2, or 3                  | 'generic' referral    | REFERRED                   |
| 1C,2C, or 3C               | Customs referral      | REFERRED                   |
| 1I,2I, or 3I               | INS referral          | REFERRED                   |
| 1A,2A, or 3A               | Agricultural referral | REFERRED                   |

## PREVIOUS QUERY RECALL INPUT

You may recall the disposition of one of the last three license plates entered into the primary terminal by inputting 1P, 2P, or 3P; and depressing the SPACEBAR. The response not only indicates the Lookout status but also whether you had referred the vehicle to secondary.

As for secondary referral, a 1 - refers to the last vehicle queried, 2 - the next to last vehicle queried, 3 - the query before the next to last; the P indicates a request for information regarding a previous query disposition.

#### PREVIOUS QUERY RECALL RESPONSES

Responses to the primary terminal correspond to the following table:

#### RESPONSE FORMAT TO PREVIOUS QUERY RECALL CONDITIONS

| INPUT                      | OUTPUT                                    |                      |
|----------------------------|-------------------------------------------|----------------------|
|                            | Condition                                 | Response             |
| 1P<br>or<br>2P<br>or<br>3P | 1) No hit                                 | YYXXXXXXXXXX*NO      |
|                            | 2) No hit but rfrd.<br>to secondary       | YYXXXXXXXXXX-NO-SEC  |
|                            | 3) HIT on 24 hr file                      | YYXXXXXXXXXX-NO-24HR |
|                            | 4) Hit on NCIC                            | YYXXXXXXXXXX-NCIC    |
|                            | 5) Hit on TECS                            | YYXXXXXXXXXX-TECS    |
|                            | 6) Hit on 24 -HR-SEC<br>& referred to Sec | YYX...X-NO-24HR-SEC  |

The following examples show responses to a series of inputs utilizing referral to secondary and previous query recall inputs.

#### EXAMPLES OF LANDBORDER PRIMARY INPUT AND RESPONSES FOR REFERRAL TO SECONDARY AND QUERY RECALL

| VEH. | DATA<br>ENTERED            | VEHICLE<br>STATUS      | TERMINAL<br>DISPLAY                                          |
|------|----------------------------|------------------------|--------------------------------------------------------------|
| 1    | NYJJJ444                   | NO HIT                 | NYJJJ444*NO                                                  |
| 1    | 1C                         | Referred to<br>Customs | REFERRED                                                     |
| 2    | NMABC123                   | 24 hr.notice           | NO-N                                                         |
| 3    | AZQWE123<br>1P<br>2P<br>3P | TECS HIT               | TECS<br>AZQWE123-TECS<br>NMABC123-NO-24HR<br>NYJJJ444-NO-SEC |

## PORT RUNNER NOTIFICATION: INPUT

You may issue a Port Runner Notification (to Secondary Terminals) for one of the last three license plates queried by entering 1R, 2R, or 3R into the primary terminal and depressing the space bar.

## PORT RUNNER NOTIFICATION: RESPONSE

No response is displayed at the primary terminal. The message 'PORT RUNNER YXXXXXXXXXX LANE AA' (where the Y's represent the State/Province/Country Code, the X's the license number, and AA the lane number of the sending station), is displayed at all Secondary terminals along with an audible alarm.

## IMMEDIATE ASSISTANCE: INPUT

Type a 'Z' or 'SOS' into the first position on the screen then depress the SPACEBAR. Processing at adjacent terminals (and at Secondary terminals) is interrupted. Adjacent terminals are identified as the two nearest operating (signed-on) primary terminals.

## IMMEDIATE ASSISTANCE: RESPONSE

A message of the form SOS-LANE-AA, is sent to adjacent Primary (and Secondary) terminals; AA being the lane number of the sending terminal. Any ongoing processing or input at these terminals is interrupted with this message. An audible alarm is also sounded at these terminals.

## I004 - LANDBORDER SECONDARY

Landborder Secondary operations are used by Customs Inspectors and immigration officers as a tool in screening vehicles and people entering into the United States at landborders.

From Landborder Secondary terminals, you can perform all the query and reporting processes required for Secondary Inspection. In addition, 24 hour exemptions and landborder research processes may also be performed from any designated secondary terminal.

Landborder Secondary processing is performed from full screen terminals, and can be accessed through:

(1) Individual Sign-On, as explained in the ACCESS TO TECS II section of this manual. Once at the TECS II MAIN MENU you may either:

(a) select the 'IO' option which will access the SUBSYSTEM FOR INSPECTION OPERATIONS MENU; and then select the LANDBORDER SECONDARY (IO04) option

(b) enter 'IO04' in the CODE field of the Main Menu

Either method will display the LANDBORDER SECONDARY MENU shown below:

(2) Group Sign-On. Follow the instructions in the ACCESS TO TECS II section of this manual to get the TECS II SIGN-ON screen. Type GROUP instead of your 9-character USER-ID. Press ENTER. (Note: no password is required on this screen.) The SECONDARY REFERRAL list will then be displayed. A 2-character GROUP-ID and your normal TECS II password must be entered to process any transactions.

-----  
11:27 TECSII LANDBORDER SECONDARY MENU 093087 T2MI04  
T2PI04

- 1 QUERY SECONDARY REFERRALS
- 2 REPORT INSPECTION RESULTS
- 3 MAINTAIN 24 HOUR EXEMPTIONS
- 4 PERFORM RESEARCH QUERIES
- 5 REPORT OVERDUE INSPECTION RESULTS

PLEASE ENTER TRANSID TO MAKE SELECTION: \_\_\_\_\_

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

From this menu the major secondary processes are accessed.

#### MESSAGES FROM PRIMARY

As a result of certain Landborder Primary transactions at a given location, messages are displayed on all actively designated secondary terminals at that same location. The transaction currently being processed at the secondary terminal is interrupted, but the transaction will resume when the secondary operator presses the RESET and/or CLEAR key.

Each type of message sent to secondary terminals from primary terminals is identified in the following sections. Refer to the Landborder Primary Operations for additional information.

## IMMEDIATE ASSISTANCE

When a primary inspector at lane NN issues a request for immediate assistance, the following full screen message will display at all secondary terminals:

"SOS LANE NN"  
"(press RESET then CLEAR to erase message)"

## ARMED AND DANGEROUS

When a primary query performed at lane NN using license YYXXXXXXXXXX results in a match on an armed and dangerous vehicle subject, the following full screen message will display at secondary:

"A/D LANE NN"  
"YY XXXXXXXXXXXX"  
"(press RESET then CLEAR to erase message)"

## PORT RUNNER

When a primary inspector at lane NN observes that a vehicle referred to secondary as a result of a query on license YYXXXXXXXXXX does not proceed as directed, he will issue a port runner request. The following message will appear on line 24 at secondary:

'PORT RUNNER YYXXXXXXXXXX LANE NN'

## NLETS QUERY

Whenever a vehicle is referred to secondary from primary, an NLETS query is automatically made by the system. The results of the NLETS query, if available, are displayed on line 24 when you make a selection from the Landborder Secondary Referral List. Therefore, when a referral is removed from this list the results of the automatic NLETS query are no longer available.

## 1 - QUERY SECONDARY REFERRALS

The REFERRAL LIST screen is displayed as a result of keying 1 on the LANDBORDER SECONDARY Menu or immediately after a GROUP SIGN-ON. In the latter instance, GROUP ID and PASSWORD entry spaces will be displayed; in addition, <PF15> will be available for signing off.

All hits and referrals generated by Landborder Primary operations will display on the LANDBORDER SECONDARY REFERRAL LIST screen. The examples presented in the Landborder Primary section will display on the Referral List screen as presented below:

| HH:MM | TECS II LANDBORDER SECONDARY REFERRAL LIST |           |    |        |      |      | MMDDYY |          |
|-------|--------------------------------------------|-----------|----|--------|------|------|--------|----------|
| REF   | S/I                                        | QRESPONSE | ST | LIC #  | 24HR | LSEC | RFRD   | OTHER    |
| 006   | INS                                        | TECS-L3   | HL | ABC123 |      |      | 0904   | POSSIBLE |
| 005   | P/R                                        | TECS      | AK | AAA333 |      |      | 0857   | MATCHES  |
| 004   |                                            | NCIC-SP   | CH | ZZZ222 |      |      | 0839   |          |
| 003   |                                            | NCIC      | PB | FFF333 |      |      | 0824   |          |
| 002   |                                            | TECS      | TX | ASD234 |      |      | 0810   |          |
| 001   | A/D                                        | NCIC      | AR | 123456 |      |      | 0802   |          |

MARK REFERRAL WITH AN X TO MAKE QUERY SELECTION. ENTER V TO QUERY VEHICLE NOT ON LIST, P TO QUERY PERSON, OR R TO REPORT INSPECTION RESULTS:

ENTER GROUP ID : \_\_\_\_\_  
 ENTER PASSWORD: \_\_\_\_\_

(PF1=HELP) (PF2=FLDHELP) (PF4=PREV MENU) (PF7=PREV PAGE)  
 (PF8=NEXT PAGE)

~~~~~

The column REF represents the sequence number of the vehicle referred, this number recycles every 24 hours for each site and is displayed with the most recent at the top of the list. The S/I column indicates the Special Instruction code. QRESPONSE identifies the specific condition of the 'hit' of the vehicle referred. The two digit state code is listed in the ST column followed by LIC #, the license number. If the vehicle had crossed the border in the last 24 hours, the number of times, and the time and zone that the vehicle crossed would be listed in the 24HR column. Also, if the vehicle is a 24HR 'hit', the system will indicate the date that the vehicle was last referred to secondary (within the last year), if applicable. This information will be listed in the LSEC column. RFRD is the time of the referral to secondary in local time. OTHER POSSIBLE MATCHES (displayed horizontally on the actual screen) will depend upon whether the query hit on other 'possible' matches.

If you signed on using an individual USER-ID any of the options listed at the bottom of the REFERRAL LIST screen may be executed.

If you entered 'GROUP' on the sign on screen, you must now enter your Group ID and password (in the fields provided on the Referral List screen), before any of the options listed can be

A vehicle will drop off the Referral List when it is queried or after it has been on the list more than 2 hours in which case they move to the REPORT INSPECTION RESULTS Screen. If you have signed-on using your individual USER ID, unless you request to return to the MAIN MENU or to the PREVIOUS MENU, you will return to the REFERRAL LIST screen at the completion of every query. If you have signed-on in GROUP MODE, you will always return to the REFERRAL LIST screen.

QUERY A VEHICLE ON THE REFERRAL LIST

10:05 TECS II - VEHICLE SUBJECT QUERY 120187

OR SELECT RECORD TO BE SEARCHED

NLETS MOTOR VEHICLE REGISTRATION-ENTER STATE CODE(S):

AND ENTER AT LEAST ONE SEARCH PARAMETER

LICENSE PLATE NUMBER: _____ STATE: _____ COUNTRY: _____
VEHICLE ID NUMBER (VIN): _____
MISCELLANEOUS NUMBER: _____

```
(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
```

If the vehicle selected from the referral list is not already associated with a TECS record ID, then the standard vehicle subject query is performed using the data entered by the primary inspector. If more than one record is found, you must indicate which record is associated with the vehicle being inspected.

The results of the standard vehicle query will display for the vehicle selected from the referral list.

The NLETS query results will be available for display if they have been received.

A 72 hour query history is performed with the vehicle query. If no query history records are found, no message displays.

If one or more query history records were found, then the following prompt displays:

"NN 72 HOUR QUERY HISTORY RECORDS-PRESS PF24 TO
DISPLAY QUERY DETAIL"

QUERY A VEHICLE NOT ON THE REFERRAL LIST

To query a vehicle not on the list, enter a 'V' after the prompt at the bottom of the screen. The STANDARD VEHICLE SUBJECT QUERY screen will display. After the screen is completed, the standard vehicle subject query is performed. If no matches are found, the response 'NO MATCH FOUND' is displayed. If more than one record is found, you must indicate which record is the vehicle being inspected. (See the SQ SUBJECT QUERY Section for assistance with this screen.)

A 72 hour query history is performed. If no query history records are found, no message displays.

If one or more query history records were found, then the following prompt displays:

"NN 72 HOUR QUERY HISTORY RECORDS-PRESS PF24 TO
DISPLAY QUERY DETAIL"

If you indicate that the vehicle just queried is a match and the vehicle is on lookout, the 'hit' will be added to the hit referral list if you press PF24 as indicated on the VEHICLE SUBJECT DISPLAY screen. This record will appear on the LANDBORDER INSPECTION RESULTS REPORT screen.

QUERY A PERSON

Enter a 'P' after the prompt at the bottom of your screen, to query a person. The standard PERSON SUBJECT QUERY screen will be

```

HH:MM          TECS II - PERSON SUBJECT QUERY          MMDDYY  T2MR11
                                           T2PR11

ENTER TECS RECORD ID: _____
                        OR SELECT RECORDS TO BE SEARCHED
TECS RECORDS-  ALL:  _____ ONLY SUSPECTS: _____
OWNED BY-      ALL:  _____ ONLY AGENCY-OWNED:  _____ ONLY SUB-AGENCY-OWNED:  _____
FINANCIAL DATABASE RECORDS- ALL:  _____ CTR:  _____ FBA:  _____ CMIR:  _____
NLETS MOTOR VEHICLE REGISTRATION- ENTER STATE CODE(S): _____

                        AND ENTER AT LEAST ONE SEARCH PARAMETER

NAME- LAST: _____
FIRST: _____ MIDDLE: _____ X FOR SOUNDSEX: _____
DOB (SINGLE DATE OR RANGE): _____ SEX: (ONLY NLETS) _____
SSN: _____ PASSPORT-NUMBER: _____ COUNTRY: _____
DRIVERS LICENSE#: _____ STATE: _____ COUNTRY: _____
ALIEN REGISTER#: _____ BORDER CROSSING CARD: _____
PILOTS LICENSE#: _____ COUNTRY: _____
TELEPHONE: _____
MISCELLANEOUS NUMBER: _____
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PERV MENU)

```

2 - REPORT INSPECTION RESULTS

10 - 65

REF	DESCRIPTION	TIME
006	HLABC123	0904
005	AKAAA333	0857
004	CHZZZ222	0839
003	PBFFF333	0824
002	TXASD234	0810
001	AR123456	0803

```
(PF1=HELP) (PF2=FLDHELP) (PF4=PREV MENU) (PF7=PREV PAGE)
(PF8=NEXT PAGE)
```

A vehicle or person will drop from this screen when inspection results have been reported or after eight hours. After eight hours, the inspection results are entered via OVERDUE INSPECTION RESULTS (see that section for details).

Note that unless you request to return to the Main Menu or to the Previous Menu, you will return to the screen through which this screen was accessed, either the LANDBORDER SECONDARY REFERRAL LIST or LANDBORDER SECONDARY MENU screen.

Select a hit on which to report inspection results by entering an 'X' on the previous LANDBORDER INSPECTION RESULTS REPORT screen. A screen entitled LANDBORDER INSPECTION RESULTS, as shown below, will display. The referral number and the description (license number or name and DOB) of the selected hit displays on line 6 of this screen.

REF	DESCRIPTION
1	...
2	...
3	...
4	...
5	...
6	...
7	...
8	...
9	...
10	...
11	...
12	...
13	...
14	...
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91	...
92	...
93	...
94	...
95	...
96	...
97	...
98	...
99	...
100	...

PLEASE ENTER AN 'X' IN ONE OF THE FOLLOWING RESULTS
 NEGATIVE INTENSIVE: _____ NEGATIVE ROUTINE: _____ NEGATIVE I.D.: _____
 NEGATIVE SEARCH: _____ POSITIVE RESULT: _____

IF 'POSITIVE RESULT' PLEASE ENTER AN 'X' IN THE APPROPRIATE
FIELDS(S) USCS COMPLIANCE:___ INS COMPLIANCE:___ SEIZURE:___
ARREST:___ PERSON EXCLUDED:___ INFORMATION OBTAINED:___ OTHER:___

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF13=VIEW SUBJECT)
```

This screen is divided into two parts. In the first part you will indicate the type of results. If the type is positive, then you will complete the second part.

The fields which could be marked in the first section of this screen are:

Negative Intensive:	intensive inspection with negative results.
Negative Routine:	routine inspection with negative results.
Negative I.D.:	the person referred did not match the subject indicated on the TECS II record.
Negative Search:	a negative personal search was made.
Positive Results:	inspection yielded positive results - enter an "X" here and complete the second part of the screen.

You must enter an 'X' in the first section of the screen to indicate the type of results. If you press the ENTER key without entering any inspection results, the following error message will display:

"INSPECTION RESULTS REQUIRED"

If you try to exit with more than one type of result specified, the following message will display:

'INVALID POSTING OF RESULT'

ENTER POSITIVE INSPECTION RESULTS

If Positive Results is marked with an 'X' in the first section, you must indicate one or more positive result types by entering an 'X' next to the applicable field(s) in the second section.

The fields available in the second part of this screen are:

USCS Compliance:	referral resulted in routine compliance with the laws or regulations enforced by Customs.
INS Compliance:	referral resulted in routine compliance with the laws or regulations of Immigration and Naturalization.
Seizure:	inspection resulted in a seizure.
Arrest:	inspection resulted in an arrest, with or without a seizure.
Person Excluded:	one or more persons are excluded from admission to the U.S.
Information Obtained:	information requested in the record instructions has been obtained.
Other	a secondary inspection resulted in positive results not identified by the other six categories.

If either the Information Obtained and/or the Other field are marked with an 'X', you must provide an explanation in the space provided at the bottom of the screen.

If you try to exit without indicating the type of positive result, the following error message will display:

"PLEASE POST POSITIVE RESULTS"

If you try to exit without entering comments for the information obtained and/or other fields when marked, the following error message will display:

"PLEASE ENTER COMMENTS"

Comments are recommended if a seizure or arrest is made.

When this screen is completed, the following message displays:

"RESULTS RECORDED-PRESS (ENTER) TO RETURN TO RESULTS LIST
-OR PF13 TO UPDATE SUBJECT RECORD"

(See the MS SUBJECT RECORDS MAINTENANCE Section for assistance in updating a Subject record.)

SEND RESULTS NOTIFICATION

When the LANDBORDER INSPECTION RESULTS screen has been completed, the subject record owner is automatically notified via eMAIL.

3 - MAINTAIN 24 HOUR EXEMPTIONS

A 24 HOUR CROSSING EXEMPTION may be granted to a vehicle that frequently crosses at a landborder for legitimate business (or personal) purposes. Granting and entering an exemption will prevent the 24 Hour Crossing Data (number of crossings within the last 24 hours, time of last crossing, and date last referred to secondary) from displaying at the indicated district/port primary. Crossers do not request or apply for an exemption. It is granted solely at the discretion of Customs.

To maintain 24 hour exemptions, select option 3 from the LANDBORDER SECONDARY MENU. The 24 HOUR CROSSING EXEMPTION MENU will display.

A selection made from this screen will access one of the 24 HOUR CROSSING EXEMPTION screens. The format of each screen is identical with the exception of the sub-title, being identified as either; (1) 'Query an Exemption', (2) 'Update an Exemption', or (3) 'Add an Exemption'. Samples of the EXEMPTION MENU screen and a DETAILED ADD EXEMPTION screen are displayed below. Each type of transaction is addressed in the following sections.

 11:44 TECS II 24 HOUR CROSSING EXEMPTION MENU 093087 T2MI04
 T2PI04

- 1 QUERY AN EXISTING EXEMPTION RECORDS(S)
- 2 UPDATE AN EXISTING EXEMPTION RECORD
- 3 ADD A NEW EXEMPTION RECORD

PLEASE ENTER TRANSID TO MAKE SELECTION: _____

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

 11:44 TECS II 24 HOUR CROSSING EXEMPTION 093087 T2MI13
 (3) ADD AN EXEMPTION T2PI13

USER ID: 123456789 OWNER ID: _____ ENTRY DATE: 093087
 VEHICLE LICENSE #:* _____ STATE CODE:* _____ COUNTRY CODE:* _____
 TECS ID #:* _____ DIST/PORT CODE:* _____
 START DATE:* _____ STOP DATE:* _____ DATE REQUESTED:* _____

ACTION TAKEN ('A' PPROVED, 'D' ENIED, 'R' EVOKED):* _____

COMMENTS:* _____

OPERATOR LAST NAME * FIRST NAME * DOB *

 (PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
 (PF5=RESTORE)

Since the same fields are displayed for each option, their characteristics are discussed below. Note, however, that some fields are restricted from data entry depending on the option selected, and some of the fields are optional entries. The specifics are discussed under each section.

User ID: nine digit USER-ID number of the person who entered, or who is entering, the record.

Owner ID: if you are entering this record for another owner their Owner ID should be entered here; if left blank, the USER-ID is assumed to be the owner.

Entry Date: system generated, form MMDDYY.

Vehicle Lic: vehicle license plate number.

State Code: two-character code for state of the vehicle license plate.

Country Code: two-character code for country of the vehicle licence plate.

TECS ID #; number associated with TECS subject record; if no record exists, a subject record must be created before an exemption record (refer to the section titled - Add a New Exemption Record(s)).

Dist/Port Code: four digit district port code of the location approving the exemption.

Start Date/
Stop Date: date exemption takes effect/expires.

Date
Requested: date exemption was initially requested.

Action Taken: indicates whether exemption was Approved, Denied, or Revoked.

Comments: reason for the action taken, up to 64 characters.

Operators Last
/First Name: as recorded in the subject record (standard TECS II Name Rules).

Operators DOB: in MMDDYY format.

1 - QUERY AN EXISTING EXEMPTION RECORD(S)

This query should be made prior to adding a 24 HOUR CROSSING EXEMPTION to determine if an exemption already exists within the system for this or some other location. If one already exists, you will not have to create a TECS subject record but you must add the exemption record for your location, if appropriate.

You may perform a query by entering: (1) the TECS record ID, or (2) the vehicle license number, state code (for US, Mexican, and Canadian only), and country code. You do not need to fill-in all fields to do a query. Those fields filled-in will be validated as described in the section title ADD A NEW EXEMPTION RECORD(S).

When valid data has been entered for the search criteria, the search is performed. If more than one record is found, the following message will display on line 21.

'NNN MATCHES, NUMBER DISPLAYED IS MMM (PF7 = PREV REC) (PF8 = NEXT REC)'

You may use PF7 and PF8 keys to page through and view the retrieved records.

2 - UPDATE AN EXISTING EXEMPTION RECORD(S)

You must select a record to update by first performing a query as described in the Query an Existing Exemption section. In addition to the query result, the following message will display on line 20 of this screen.

'UPDATE THIS RECORD? (Y/N) _'

When responding 'Y' to the above prompt, you are able to update the following fields: owner ID, District/Port code, start date, stop date, date requested, action taken, comments, and operator information.

When performing the update, the fields are validated as described in the ADD A NEW EXEMPTION RECORD(S) portion.

After a record has been modified, you can still move from record to record, updating records as required.

3 - ADD A NEW EXEMPTION RECORD(S)

The user ID identifies the person keying the data and is a protected field. The owner ID defaults to the user ID if left blank, but the owner ID may be changed to any valid TECS USER-ID if this data is being keyed for another individual.

The entry date defaults to the system date.

The vehicle license number and country code are required. A state code is required for US, Mexican, and Canadian plates. The state and country codes are table validated. If invalid codes are entered, the following error messages will display:

'INVALID STATE CODE'
'INVALID COUNTRY'

The TECS record ID of the vehicle being covered by the exemption must be a valid, existing TECS record ID or the following messages will display:

'INVALID TECS ID NUMBER'
'NO MATCH ON REQUIRED SUBJECT RECORD'

One of the required fields is the TECS ID #. If you are unable to add an exemption because the subject does not have a TECS ID #, one will have to be created. Since this may be likely, the following procedures are available to assist you in creating a TECS II Vehicle Subject Record:

- 1) Return to the LANDBORDER SECONDARY MENU.
- 2) Select option #4, PERFORM RESEARCH QUERIES.
- 3) The LANDBORDER SECONDARY RESEARCH MENU will display;
Select option #8, ENTER VEHICLE SUBJECT RECORD.
- 4) Enter the requested information on this (the ORGANIZATIONAL SUBJECT QUERY) screen.
- 5) The following message will likely be displayed:
'NO MATCHES ON ENTERED DATA PRESS PF12 TO ADD RECORD'
Press the PF12 key.
- 6) The ORGANIZATIONAL SUBJECT ENTRY (1 OF 3) screen will display
The first field will display a system generated TECS ID#.
(WRITE IT DOWN !) Additional available information should be added to this and subsequent screens.

When the subject record entry is complete, press PF11. This will return you to the LANDBORDER SECONDARY MENU. (For assistance in completing Subject Entry screens refer to the MS SUBJECT MAINTENANCE Section of this manual.

- 7) Return to the TECS II 24 HOUR CROSSING EXEMPTION screen and enter the required TECS ID# to complete the exemption screen.

The District/Port code must be a valid District/Port code or the following message will display:

'INVALID DISTRICT PORT CODE'

The start date, stop date, and date requested must be valid dates in the MMDDYY format or the following message will display:

'INVALID DATE'

The stop date must not precede the start date or the following message will appear:

'STOP DATE PRECEDES START DATE'

Specify the action to be taken by entering the corresponding letter. If an invalid action entry is made, the following message will display:

'INVALID ACTION. ENTER A, D, OR R'

If you entered D or R, the respective message will display on line 20 of the screen.

'EXEMPTION DENIED? (Y/N) _'
'EXEMPTION REVOKED? (Y/N) _'

You are required to confirm a decision to deny or revoke an exemption and complete the record addition.

You are required to enter Comments.

You are required to enter the last name, first name, and DOB for at least one operator. Additional operators may be entered, but each operator entry must contain all three fields. The following error messages are possible:

'INVALID LAST NAME'
'INVALID FIRST NAME'
'INVALID DATE'

When adding an exemption, all fields on this screen are required. If any fields are missing, the following message will display:

'REQUIRED FIELD IS NOT FILLED'

When all requirements have been met, the record is added to the database and the following message will display:

'RECORD HAS BEEN ADDED'

4 - PERFORM RESEARCH QUERIES

To perform research queries, select option 4 from the LANDBORDER SECONDARY MENU. The LANDBORDER SECONDARY RESEARCH MENU will display as follows:

 11:53 TECS II LANDBORDER SECONDARY RESEARCH MENU 093087 T2MI04
 T2PI04

- 1 QUERY NLETS (VEHICLE REGISTRATION)
- 2 QUERY NLETS (DRIVERS LICENSE)
- 3 QUERY 1 YEAR PRIMARY QUERY HISTORY FILE
- 4 QUERY VEHICLE SUBJECT FILE
- 5 QUERY PERSON SUBJECT FILE
- 6 QUERY BUSINESS SUBJECT FILE
- 7 ENTER PERSON SUBJECT RECORD
- 8 ENTER VEHICLE SUBJECT RECORD

PLEASE ENTER TRANSID TO MAKE SELECTION:___

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
 /\

Make a selection from this menu. The appropriate formatted screen will display for you to fill in the data. If the PF4 key is pressed after the transaction, you are returned to this screen. These transactions are discussed in detail the SQ SUBJECT QUERY and GQ GENERAL QUERY sections of this manual.

5 - REPORT OVERDUE INSPECTION RESULTS

To process overdue inspection results, option 5 is selected from the LANDBORDER SECONDARY MENU. This will display the LANDBORDER OVERDUE INSPECTION RESULTS REPORT. Inspection results become overdue if not reported within eight hours of the hit.

 11:55 TECS II LANDBORDER OVERDUE INSPECTION 093087 T2MI11
 T2PI11

TECS I.D.	INSP I.D.	DESCRIPTION	DATE
_ V8784771500C99	123456789	ABC123 ,US,TX	1230

ENTER 'X' BEFORE ITEM TO MAKE SELECTION

(PF1=HELP) (PF2=FLD HELP) (PF4=PREV MENU) (PF7=PREV MENU)
 (PF8=NEXT PAGE)
 /\

This screen contains the TECS record ID of the subject record which was 'hit', the inspector ID of the inspector that performed the secondary query ('UNKNOWN' if no secondary query was performed), the description as it appeared on the Landborder INSPECTION RESULTS REPORT screen, and the month and day of the 'hit'. Note that only the Overdue Inspection Results for your location will display.

A vehicle or person will only drop from this screen when overdue inspection results have been reported.

Note that unless you request to return to the Main Menu or to the Previous Menu, you will return to this same screen after inspection results have been reported.

Selecting an item from this screen will allow you to enter Overdue Inspection Results. Notification of the inspection result will automatically be sent to the record owner. The OVERDUE INSPECTION RESULTS REPORT will be printed for review and to enable the reviewer to gather the required data.

ENTER OVERDUE INSPECTION RESULTS

When you select a hit on which to report inspection results (by entering an 'X' on the LANDBORDER OVERDUE INSPECTION RESULTS REPORT screen), the LANDBORDER OVERDUE INSPECTION RESULTS screen will display as shown below. The inspector ID and the description of the selected hit displays on line 6 of this screen. Reporting overdue inspection results is identical to reporting inspection results as explained previously in the section title REPORT INSPECTION RESULTS.

DESCRIPTION

hours, more than 4 hours, more than 6 hours, or more than 8 hours has elapsed since the hit occurred.

Based upon the oldest hit at each location, one of the following messages will display at all designated secondaries at the corresponding location:

'REPORT RESULTS - 2 HOUR WARNING'
'REPORT RESULTS - 4 HOUR WARNING'
'REPORT RESULTS - 6 HOUR WARNING'
'REPORT RESULTS - 8 HOUR FINAL WARNING'

MAKE INSPECTION RESULTS OVERDUE

When a hit is more than 8 hours old it will become overdue during the next hourly review and the following message will display:

"PLEASE POST OVERDUE INSPECTION RESULTS"

The overdue hit will be deleted from the LANDBORDER INSPECTION RESULTS list and will be transferred to the LANDBORDER OVERDUE INSPECTION RESULTS REPORT List.

PRINT OVERDUE INSPECTION RESULTS REPORT

The OVERDUE INSPECTION RESULTS REPORT, is produced on a daily basis. The report is produced by landborder location code and lists all hits with overdue inspection results at that location. The inspection results must be entered into the system to remove an item from this report.

IO16 AIRPORT PRIMARY OPS

The Airport Operations process is used as a tool by Customs Inspectors to aid in the screening of passengers entering into the United States at airports via commercial flights.

The TECS II Airport system consists of two major interactive processes; Airport Primary Operations and Airport Secondary Operations. Primary operations provide the initial screening and passes referral information to secondary operations.

Airport primary processing is performed from full screen terminals. From the TECS II MAIN MENU you may either: (1) enter 'IO' in the CODE field to display the SUBSYSTEM FOR INSPECTION OPERATIONS MENU, shown below, then enter 'IO16' in the CODE field or; (2) enter IO16 in the CODE field on the MAIN MENU.

ACCESS CODE	DESCRIPTION	ACCESS CODE	DESCRIPTION
IOAA	SEARCH/ARREST/SEIZURE SYS	IODR	MOIR
IODS	TARGET FLIGHT SYSTEM	IO04	LANDBORDER SECONDARY OPS.
IO16	AIRPORT PRIMARY OPS.	IO25	AIRPORT SECONDARY OPS.
IO40	PRIVATE ACFT. RNF. SYSTEM		

Entering "IO16" from either screen will display the AIRPORT PRIMARY QUERY screen. If the terminal you have logged on is not a primary terminal, a message will display at this time stating:

If this occurs you should contact your SCO.

The screening of passengers is initiated from the PRIMARY QUERY screen.

LAST NAME: *

FIRST: * MIDDLE:

DATE OF BIRTH: *

PASSPORT #: PASSPORT COUNTRY CODE:

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF5=RESTORE)

Either last name, first name, and date of birth; or passport number must be entered on the PRIMARY QUERY screen. The two character Passport Country Code should be entered if known. It is recommended that you enter as much information as possible. The letters 'FNU' (First Name Unknown) may be entered if the first name or first initial is unknown. If any of the required data is omitted, the following message will appear at the bottom of the screen:

'EITHER LAST NAME, FIRST NAME AND DOB OR PPN IS REQUIRED'

Also, Last Name, First Name, DOB, and PPN will be highlighted.

The only legitimate non-alpha characters permitted in the name fields are the hyphen, apostrophe, and blank.

The DATE field is numeric, and in the MMDDYY format. Months and days are also edited for a range of valid values. In rare instances, a month and day of birth are not available even on official documents such as the passport, e.g., for certain middle eastern countries. In those cases, 00 may be entered for month and/or day. (Note: this should not be routinely used as it reduces the value of archive query data due to its inexactness.) The year portion of this field is not edited for a range. Therefore, if you entered 010198, it would be accepted (and we assume you are referring to a person born in 1898).

The Passport Number field is 12 characters in length, although many PPN's are less than 12 characters. Valid values are A-Z, 0-9. The Passport Country Code consist of the two character ISO Country Code. (Note: when a passport reader is used it will display a three character code; the two character codes are used for keying however.) If invalid entries are made, the response to the screen will be to highlight all fields in error (and to provide an appropriate error message for), up to the first four fields in error.

Once valid data has been entered into the PRIMARY QUERY screen three types of responses are possible:

- 1) No match on the subject entered,
- 2) A match of the subject on the 'Lookout' file, or
- 3) A match of the subject on a 'Three Month' file.

'NO MATCH'

If the data entered does not match information in the 'Lookout' file or '3 Month' file (each discussed separately below); or the subject is on the 'Lookout' file but has been identified as a

'Silent Hit', the following response will be displayed at the bottom of the AIRPORT PRIMARY QUERY screen.

```
'NO MATCH ON: (
'REFER TO SECONDARY (Y/N)? N
```

Within the parenthesis will be the data originally entered. The default response to the Refer to Secondary prompt is 'N'. Simply depress the ENTER key if you do not want to refer the person to secondary. This will return you to the PRIMARY QUERY screen which is available for the next query.

If you wish to refer the person to secondary, type a 'Y'. The default 'N' will be replaced by a 'Y'. Press the ENTER key, the PRIMARY QUERY screen will be returned for the next query (and the person will have been referred to secondary).

'LOOKOUT'

The TECS II 'Lookout' file consists of individuals of special interest to Customs and/or other agencies. Individuals retrieved from this file are often referred to as a 'HIT'. The first screen below shows a sample input to the PRIMARY QUERY screen. The second screen shows a typical response indicating a match on the 'Lookout' file. The response screen is labeled AIRPORT PRIMARY QUERY SELECTION LIST.

```
-----
14:54      US CUSTOMS SERVICE TECS II      092387      T2MI20
          AIRPORT PRIMARY QUERY SCREEN      T2PI20
```

LAST NAME:* _____

FIRST:* _____ MIDDLE: _____

DATE OF BIRTH:* _____

PASSPORT #: _____ PASSPORT COUNTRY CODE: _____

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

(PF5=RESTORE)

/\/

```
001 POSSIBLE MATCHES ON: SMITHSON, JOSHUA, 101010
1 EXACT MATCHES DISPLAYED
```

ENTER SELECTION LIST # (1-5) TO DISPLAY DETAIL OR
ENTER 'N' IF NO MATCH ON ABOVE RECORDS:

(PF1=HELP) (PF2=FLD) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF12=ASSISTANCE)

[illegible]

'HIT'

The 'hit' is a result of the system searching for; an exact match on the last name; the shorter string or FNU match on first name and; the shorter string or blank on the middle name. Also the date of birth is searched within a range of plus or minus three years. If passport number and/or country code is entered, a search for an exact match is made on PPN. If the passport Country code is entered, the query will match on the keyed country or a blank country.

A maximum of five records may be displayed on the PRIMARY QUERY SELECTION LIST screen. These records are prioritized by a combination of: Special Instruction code (S/I), Agency code, and Lookout level. They are prioritized according to the following hierarchy:

- | | |
|-------------|----------------|
| 1) A/D INS | 6) TECS-L1 |
| 2) A/D NCIC | 7) TECS-L2 |
| 3) A/D TECS | 8) TECS-L3 |
| 4) INS | 9) TECS |
| 5) NCIC | 10) SILENT HIT |

The five types of special instruction (S/I) codes are:

A/D - Armed and Dangerous
E/S - Escort to Secondary
P/R - Prior Port Runner
INS - Immigration Referral
P/Q - Plant Quarantine Referral

The lookout level codes (L1, L2, L3), are prioritized, with L1 being the highest priority.

You should review the records against the person who is actually standing in front of you. If none of the records seem to match perhaps the wrong race or sex code), you may enter 'N' at the 'ENTER...' 'N' IF NO MATCH ON THE ABOVE RECORDS' prompt and press the ENTER key. The following prompt will then be displayed at the bottom of the screen:

'REFER TO SECONDARY (Y/N)? N'

The referral or non-referral selection is made as indicated in the previous section (No Match on Subject). In either case, referral or non-referral, you will be returned to the AIRPORT PRIMARY QUERY screen ready for the next query.

If you press PF4 whenever the QUERY SELECTION LIST screen is displayed, no further details will be displayed; N for 'NO MATCH ON THE ABOVE RECORDS' and N for 'REFER TO SECONDARY?', is assumed. You will be returned to a blank query screen ready for the next query.

If you wish to view one of the records displayed on the PRIMARY QUERY SELECTION LIST in more detail, enter the number of the record at the prompt and press the ENTER key. The AIRPORT PRIMARY QUERY DETAIL screen will display as shown below.

```
-----
14:54      US CUSTOMS SERVICE TECS II      092387      T2MI22
           AIRPORT PRIMARY QUERY DETAIL      T2PI22
```

POSSIBLE MATCH ON: SMITHSON, JOSHUA, 101010

ESCORT TO SECONDARY

NAME: SMITHSON, JOSHUA

DOB: 10101 RACE: B SEX: M HT: 6'03" WT: 223 HAIR: BR EYES: BR

PPN: 8888888888AB MX PP COUNTRY: MEXICO

SSN: 999887777 ARN: DR LIC (ST, #):

ADDRESS: 123 MAKEBELIEVE AVE, ANY TOWN, MA

PRIOR ADDRESS:

ALIAS:

INSTRUCTIONS FOR PRIMARY INSPECTOR:

EXTREMELY SERIOUS BAD GUY. HANDLE WITH CARE.

MATCH (Y/N) ?

(PF1=HELP) (PF2=FLD) (PF3=MAIN MENU) (PF4=PREV MENU)

(PF12=ASSISTANCE)

/\/

The information presented will permit you to make a more in-depth review of the person you are screening.

If you determine that there is a match between the detailed record and the person in front of you, enter a 'Y' at the MATCH (Y/N) prompt. You will now be returned to the AIRPORT PRIMARY QUERY screen, and the person will have been referred to secondary.

If you believe that the person is not a match, enter 'N' at the MATCH (Y/N) prompt. This will return you to the AIRPORT PRIMARY QUERY SELECTION LIST screen. The above process may be repeated for any of the remaining records, or you may enter an 'N' at the prompt on the PRIMARY QUERY SELECTION LIST screen to end the detailed review. If you enter 'N' at the prompt, the following response will be returned:

'REFER TO SECONDARY (Y/N)? N'

Although 'N' indicates that none of the subjects displayed was a match, you must still indicate whether or not you wish to refer the person to secondary. Either a positive or negative response will return you to the AIRPORT PRIMARY QUERY screen.

'THREE MONTH'

If no Lookout records are found as possible matches for the person queried, a search is made of a three month query history file (the THREE MONTH file). This file will indicate the previous three month query activity on an exact match of the subject data entered. In addition, it will indicate if/when the person was last referred to secondary within the last year. If the primary query data entered results in a Three Month match, the AIRPORT PRIMARY 3 MONTH QUERY SELECTION LIST screen will display as follows:

```
-----
10:59      US CUSTOMS SERVICE TECS II      092487      T2MI23
          AIRPORT PRIMARY MONTH QUERY SELECTION LIST      T2PI23
```

001 POSSIBLE MATCHES ON: BAKER, JIM.122045

#	NAME	DOB	PPN	PPC #X	LSEC
1	BAKER, JIM,	122045		04	0723

ENTER SELECTION LIST # (1-5) TO DISPLAY DETAIL OR
'N' IF NO MATCH ON ABOVE RECORDS.

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF12=ASSISTANCE)

/\

This screen indicates the number of previous primary queries in the last three months, and if/when the person was last referred to secondary. You may either enter 'N' to indicate No Match on the above record, or the corresponding number from the selection list.

If you enter 'N', the following message will be displayed:

'REFER TO SECONDARY (Y/N)? N'

Pressing the ENTER key (to select the default 'N'), or entering a 'Y' (and pressing the ENTER key), will return you to the AIRPORT PRIMARY QUERY screen ready for the next query.

If you enter one of the numbers from the 3 MONTH QUERY SELECTION LIST, and press the ENTER key, the AIRPORT PRIMARY QUERY 3 MONTH DETAIL screen will display as follows.

```
-----
10:59      US CUSTOMS SERVICE TEC II      092487      T2MI24
          AIRPORT PRIMARY QUERY 3 MONTH DETAIL      T2PI24
```

3 MONTH MATCH ON: BAKER, JIM, 122045

	ARR. DATE	ARR. LOCATION	ARR. TIME	SEC.	REF.
01	092387	LOGAN AIRPORT	1457		

MATCH (Y/N)?

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF12=ASSISTANCE)

/\

This screen shows the arrival (query) date, location, time, and if the individual had been referred to secondary.

Whenever a match on the 3 MONTH screen is indicated, regardless of the referral selection, you will always return to the AIRPORT PRIMARY QUERY screen.

If you indicate a no ('N') to the match condition, the Refer to Secondary prompt will be displayed. Regardless of the referral selection, you will always return to the AIRPORT PRIMARY 3 MONTH QUERY SELECTION LIST screen. Here, you may either select another record to view in detail, or enter 'N' at the prompts. You will now be returned to the AIRPORT PRIMARY QUERY screen ready for the next query.

'IMMEDIATE ASSISTANCE'

There are two methods available for you to request Immediate Assistance:

1. The first method is executed by simply pressing the PF12 key. This may be done from any screen at any time.
2. The second method must be executed from the first position of the last name field of the AIRPORT PRIMARY QUERY screen. Whenever you access this screen from any other screen the cursor will be automatically placed in this field position. With the cursor in this position you may either: (1) type the letter 'Z' and press the ENTER key or, (2) type the letters 'SOS' and press the ENTER key.

In response to your request for immediate assistance the following message will display at all Secondary and adjacent primary terminals. (Adjacent terminals are identified as the two nearest operating (signed-on) primary terminals):

"SOS LANE NN"
(where NN is the lane number issuing the request)

In addition, an audible alarm will sound at all secondary terminals in operation.

To release your terminal, after requesting assistance, press RESET and CLEAR. The display will return to the AIRPORT PRIMARY QUERY screen.

RECEIPT OF PRIMARY BROADCAST MESSAGE

Inspectors at secondary terminals have the capability of sending a broadcast message to you at your terminal. When this is done

1025 AIRPORT SECONDARY OPS.

(1) Individual Sign-On - as explained in the ACCESS TO TECS II section of this manual. Once at the TECS II MAIN MENU you may either:

- (a) select the 'IO' option which will access the SUBSYSTEM FOR INSPECTION OPERATIONS MENU; and then select the Airport Secondary (IO25) option or
- (b) enter 'IO25' in the CODE field of the MAIN MENU

(2) Group Sign-On - Follow the instructions in the ACCESS TO TECS II section to get the TECS II SIGN-ON screen. Type GROUP instead of your 9-character USER-ID. Press ENTER. (Note: no password is required on this screen.) The SECONDARY REFERRAL List will then display. A 2-character GROUP-ID and your normal TECS II password must be entered to process any transactions.

1 QUERY SECONDARY REFERRALS
2 REPORT INSPECTION RESULTS
3 MAINTAIN 3 MONTH EXEMPTIONS
4 PERFORM RESEARCH QUERIES
5 ENTER PRIMARY BROADCAST MESSAGE
6 REPORT OVERDUE INSPECTION RESULTS

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

1 - QUERY SECONDARY REFERRALS

08:38 TECS II AIRPORT SECONDARY REFERRAL LIST 080787 T2MI26
T2PI26

ENTER 'X' BEFORE ITEM TO MAKE SELECTION, ENTER 'P' TO QUERY
PERSON, OR 'R' TO REPORT INSPECTION RESULTS:

(PF1=HELP) (PF2=FLD HELP) (PF4=PREV MENU) (PF7=PREV PAGE)
(PF8=NEXT PAGE)

All hits and referrals from the Airport Primary process are displayed on this screen. All referrals will be removed from this list after two hours or after they have been selected. If you accessed this screen via a Group signon a message will display on the screen stating:

```
"ENTER GROUP ID: _____"
"ENTER PASSWORD: _____"
```

You must enter your two character group identifier and password before executing any of the options (X, P, or R). If the data entered is in error one of the following messages will appear:

'USER ID NOT FOUND'
'INVALID PASSWORD'

If the group identifier and password are valid you will be allowed to perform the requested function.

If you do not enter this information, from such a designated terminal, you will be restricted to: scrolling through the referral list; requesting help; and logging off.

Only the processing of hits and referrals may be conducted from a terminal that has been signed on with a Group ID.

The following is a discussion of the first two options available from the REFERRAL LIST screen ('X' to query referral on the list and 'P' to query a person not on the referral list). The third option, 'R' Report Inspection Results, is also available from the AIRPORT SECONDARY MENU and will be discussed in the next section.

QUERY PERSON LISTED ON SECONDARY REFERRAL LIST - 'X'

In order to select a person from the secondary referral list, enter an 'X' before the item and press the ENTER key. The PERSON SUBJECT QUERY screen will display as shown below (the first item selected from the above REFERRAL LIST screen):

IO - 90

```
-----
08:40      TECS II PASSENGER 3 MONTH QUERY DETAIL 080787      T2MI29
                                           T2PI29
```

```
3 MONTH MATCH ON      ,SMITH      ,JERMAH  , , 102356

  TRVL. DATE          QUERY LOCATION      QY. TIME SEC. REF.
-----
  071787              LOGAN AIRPORT      1631      X
```

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)
(PF8=NEXT PAGE)

\/

The first line on this screen contains the identifying information that you entered on the subject. The next part of the screen contains a listing of the dates, locations, and times of any queries performed on the subject in the last three months. Under the column SEC. REF., an 'X' is displayed indicating that the subject was referred to secondary on that particular arrival. A blank in this field would indicate that the subject was not referred to secondary on that arrival date.

You may have chosen not to view the QUERY DETAIL screen or, no 3 month matches may have been retrieved. If you press the ENTER key from the PERSON SUBJECT QUERY screen, you will receive the 'NO MATCH FOUND' prompt, as discussed above, or, if hits are found, the SUBJECT QUERY RESULTS (HIT LIST) screen will display. A specific record may be viewed by placing a 'V' in front of the item. This will display the PERSON SUBJECT DISPLAY screens, (1 thru 5). Samples of these screens are displayed below. For details on the specific fields reference the MS-SUBJECT RECORD MAINTENANCE section of this manual.

```
-----
08:47  TECS II - SUBJECT QUERY RESULTS (HIT LIST) 080787 T2MR12
                                           T2PR12
                                1 RECORD WAS RETRIEVED      PAGE 1
RECORD-ID      SUBJECT DESCRIPTION
              STATUS CODE
-----
P8718947000    SMITHSON      JOSHUA      B M 101010
              CP  NON-SUSPECT, ASSOCIATE IN PREVIOUS INVESTIGATION
```

PLACE A "V" IN FRONT OF THE RECORD YOU WANT TO SEE AND PRESS ENTER

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV SCREEN)
(PF8=NEXT SCREEN)

\/

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2 - REPORT INSPECTION RESULTS - 'R'

The last option available from the SECONDARY REFERRAL LIST screen is to report inspection results by entering 'R' at the prompt. This will execute identically to selection of option 2 (Report Inspection Results) on the AIRPORT SECONDARY MENU and is explained in the next section.

It is mandatory that inspection results be posted for all 'Lookout' hits received from Primary or Secondary inspectors at a given location. This process may be initiated by selecting the REPORT INSPECTION RESULTS option from either the AIRPORT SECONDARY Menu or from the AIRPORT SECONDARY REFERRAL LIST. Both screens are discussed at the beginning of this section.

Either option will display the AIRPORT INSPECTION RESULTS LIST as follows:

```
-----
15:25  TECS II AIRPORT INSPECTION RESULTS LIST 081187 T2MI27
                                         T2PI27
```

REF	DESCRIPTION	RFRD
026	A/D ,P8778787800C47,MAN,PAUL,083161	1730
027	E/S ,P8718947000COD,SMITHSON,JOSHUA,101010	2124
028	E/S ,P8718947000COD,SMITHSON,JOSHUA,101010	2302

ENTER 'X' BEFORE ITEM TO MAKE SELECTION

(PF1=HELP) (PF2=FLD HELP) (PF4=PREV MENU) (PF7=PREV PAGE)
(PF8=NEXT PAGE)

^^

This screen provides identifying data on all hits for the specific location. As indicated, you will enter an 'X' before the item in order to make the selection. It is recommended that you report on these results as soon as possible. Warning messages will be displayed every two hours after the time of a hit or referral, if inspection results have not been reported. After eight (8) hours all hits on this screen, that have not been selected, will be transferred to, and remain on, the AIRPORT OVERDUE INSPECTION RESULTS LIST screen until processed. After selecting an item, the AIRPORT INSPECTION RESULTS screen will display as shown below.

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If you entered an 'X' in the Positive Results field, the remaining part of the screen must be completed. If POSITIVE RESULTS is marked with an 'X' and no other information is entered, the following error message will display:

'PLEASE POST POSITIVE RESULTS'

Each of the fields in the second part of this screen is described below. Enter an 'X' in all fields that pertain to your results; at least one field must be marked.

USCS Compliance:	when referral resulted in routine compliance with the laws or regulations enforced by Customs.
INS Compliance:	when referral resulted in routine compliance with the laws or regulations of Immigration and Naturalization.
Seizure:	when inspection resulted in a seizure.
Arrest:	when inspection resulted in an arrest, with or without a seizure.
Person Excluded:	if one or more persons are excluded from admission to the U.S.
Information Obtained:	when information requested in the lookout record instructions has been obtained.
Other:	when a secondary inspection resulted in positive results not identified by the other six categories.

Also, in the two line comments field, please explain if a seizure had been indicated (e.g. 120 grams of cocaine seized). This comment line will accept up to 120 characters. COMMENTS are required if 'INFORMATION OBTAINED' or 'OTHER' has been marked with an 'X'. If marked and the comments are not input the following error message will display:

'PLEASE ENTER COMMENTS'

Once you have entered the required information press the ENTER key. If you make an error in entry, the following message will display at the bottom of the screen:

'INVALID POSTING OF RESULTS'

If your input contains no errors, the following message will display:

'RESULTS RECORDED - PRESS (ENTER) TO RETURN TO RESULTS LIST
OR (PF13) TO UPDATE SUBJECT RECORD'

You may return to the previous screen and continue processing the inspection results for the remaining subjects. If you press the PF13 key, the SUBJECT QUERY MATCHES screen will appear as follows:

```
-----
15:31          TECS II - SUBJECT QUERY MATCHES          081187 T2ML12
                                                    T2PL12
```

```
SEL          SUBJECT DESCRIPTION                      TECS RECORD ID
__ SMITHSON  JOSHUA    B M 101010                    P8718947000
```

__ NO MATCH, ENTER NEW SUBJECT

TYPE -X- TO SELECT A SUBJECT OF TYPE -V- TO VIEW A SUBJECT AND
PRESS ENTER

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV SCREEN) (PF8=NEXT SCREEN)
(PF10=LINKAGE SCREEN) (PF11=NEXT SUBJECT)

/\

From this screen you may either type 'X' to select a subject to
update or 'V' to view a subject. Both options are discussed.

Entering a 'V' and pressing the ENTER key will display the PERSON
SUBJECT ENTRY (1 OF 5) screen, shown below. Note that this is
similar to, but not the same, as the PERSON SUBJECT DISPLAY (1 OF
5) screen discussed under Query Secondary Referrals. You may view
this information and page through the subsequent screens. If you
press the PF11 (next subject) key you will be returned to the
AIRPORT INSPECTION RESULTS LIST screen.

RECORD ID: P8731777100CAE

USERS GROUPS (CODE 3 ONLY): _____
USERIDS (CODE 4 ONLY) WITH ACCESS RIGHTS: _____

PF1=HELP PF2=FIELD HELP PF3=MAIN MENU

3 - MAINTAIN 3 MONTH EXEMPTIONS

From the TECS II AIRPORT SECONDARY MENU, select option 3, Maintain 3 Month Exemptions. To process this and the remaining options (4 - 6) will require you to be signed on with an individual ID.

Having selected option #3, the TECS II 3 MONTH TRAVEL EXEMPTION MENU will be displayed as shown below:

TECS II 3 MONTH TRAVEL EXEMPTION MENU 092987 T2MI25
T2PI25

- ```

1 QUERY AN EXISTING EXEMPTION RECORD(S)
2 UPDATE AN EXISTING EXEMPTION RECORD
3 ADD A NEW EXEMPTION RECORD

```

PLEASE ENTER NUMBER TO MAKE SELECTION:

```

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
///

```

As indicated on the screen, three options are available; Query, Add, or Update an exemption record.

Selecting any of the three options will display the same basic screen. The format of this screen, the TECS II 3 MONTH TRAVEL EXEMPTION screen, will differ only in the sub-heading. In the screen displayed below, the subheading is '(1) Query An Exemption'. If options 2 or 3 were selected the corresponding subheadings would be '(2) Update An Exemption' or, '(3) Add An Exemption'. The processing of each type of exemption is discussed separately.

Since the same fields are displayed for each option, their characteristics are discussed below. Note, however, that some fields are restricted from data entry depending on the option selected and that some of the fields are optional entries. The specifics are discussed under each section.

User ID:        nine digit USER-ID number of the person who entered, or who is entering, the record.

Owner ID: if you are entering this record for another owner, their Owner ID should be entered here; if left blank, the USER-ID is assumed to be the owner.

Entry Date: system generated, form MMDDYY.

Name Last/ as recorded in the subject record - standard TECS  
First/ II Name Rules.  
Middle:

TECS ID #: number associated with TECS subject record; if no record exists, a subject record must be created before an exemption record (see the Add an Exemption portion of this section).

QUERY AN EXEMPTION

|       |                                  |        |        |
|-------|----------------------------------|--------|--------|
| 13:14 | TECS II 3 MONTH TRAVEL EXEMPTION | 092687 | T2MI30 |
|       | (1) QUERY AN EXEMPTION           |        | T2PI30 |

TRAVELER LAST NAME: \*

FIRST: ★ MIDDLE: DOB: ★

TECS ID#:\* DIST/PORT CODE:\*

START DATE: \* STOP DATE: \* DATE REQUESTED: \*

ACTION TAKEN ('A' PPROVED 'D''ENIED 'R'EVOOKED):\*

COMMENTS: \*

(PF1=HELP) (PF3=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF5=RESTORE)

Selecting option #1 from the TECS II 3 MONTH TRAVEL EXEMPTION MENU will display the screen as shown above. Only the following fields are available for query: Traveler Last Name, First Name, Middle Name, DOB and TECS ID #. The (1) Name (first and last) and DOB or (2) TECS ID are required entries; both must be entered.

If the required data is not entered the following message will be displayed:

'EITHER LAST NAME, FIRST NAME, AND DOB OR TECS RECORD ID IS REQUIRED'

If the date has not been entered correctly, the following message will appear on the screen:

'INVALID DATE'

Once you have entered the required data in valid format, two outcomes are possible:

1. No records are found. If Name/DOB were entered, the following message will appear at the bottom of the screen:

'NO MATCH FOUND ON NAME'

If the TECS ID # was entered, the following message will be displayed:

'NO MATCH ON REQUIRED SUBJECT RECORD'

2. A match has been found. In this case the remaining fields will automatically be filled with the available information. If more than one matching record is found, a message will be generated indicating the total number of records found and that the first record is being displayed. You may use PF7 and PF8 to view the records retrieved.

#### UPDATE AN EXEMPTION

If you have identified an existing exemption from the query process as described previously, you may now update the record.

Selecting option #2 from the TECS II 3 MONTH TRAVEL EXEMPTION MENU will display the TECS II 3 MONTH TRAVEL EXEMPTION screen. Only the following fields are available for data input: Traveler Last Name, First Name, Middle Name, DOB, and TECS ID #. The (1) Name (first and last) and DOB or (2) TECS ID are required entries; both must be entered (same as in the Query process).

Invalid entries will display the same responses as indicated in the Query section above. Upon entering valid data and pressing the ENTER key, the screen will be filled with the remaining information on the subject. Also, the following prompt will appear:

'UPDATE THIS RECORD (Y/N)? N'

The cursor will be positioned at the 'N'. To update the record type a 'Y' and press the ENTER key. The prompt will be removed from the screen and you may now update this record.

The only fields that you are allowed to update are: Owner ID, Dist./Port Code, Start Date, Stop Date, Date Requested, Action Taken, and Comments.

If you change the Action Taken to either 'D' or 'R' one of the following prompts will be displayed upon pressing the ENTER key:

or  
'EXEMPTION REVOKED. CORRECT? (Y/N) Y'  
'EXEMPTION DENIED. CORRECT? (Y/N) Y'

You must confirm your action by pressing the ENTER key to effect the action you entered. Or, you may change again by entering 'N' and pressing ENTER.

The screen will remain and the following prompt will now be displayed. This prompt would also be displayed if the action taken field had not been changed.

'UPDATE THIS RECORD (Y/N)? N'

If you wish to update this record change the 'N' to a 'Y' (by typing 'Y' at the prompt) and pressing the ENTER key. The following prompt will be displayed.

'RECORD HAS BEEN UPDATED'

#### ADD AN EXEMPTION

Selecting option #3 from the TECS II 3 MONTH TRAVEL EXEMPTION MENU will display the TECS II 3 MONTH TRAVEL EXEMPTION screen, with the sub-heading '(3) Add An Exemption'. All fields marked by an asterisk (\*) are required entries. Error messages will be displayed and fields in error highlighted if required and valid data has not been entered. The following prompt will be displayed upon successful entry of all the data:

'RECORD HAS BEEN ADDED'

One of the required fields is the TECS ID #. If you are unable to add an exemption because the subject does not have a TECS ID #, one will have to be created. Since this is a likely condition the following procedure is available for assistance when creating a TECS subject Record:



- 1) Return to the AIRPORT SECONDARY MENU.
- 2) Select option #4, PERFORM RESEARCH QUERIES.
- 3) The AIRPORT SECONDARY RESEARCH Menu will display;  
Select option #7, ENTER PERSON SUBJECT RECORD.
- 4) Enter the requested information on this (the Person Subject Query) screen.
- 5) The following message will likely display:  
'NO MATCHES ON ENTERED DATA PRESS PF12 TO ADD RECORD'  
Press the PF12 key.
- 6) The PERSON SUBJECT ENTRY screen will display. The first field will display a system generated TECS ID#. (WRITE IT DOWN !). Additional available information should be added to this and subsequent screens. (Reference the MS SUBJECT RECORD MAINTENANCE section of this manual).  
  
When the subject record entry is complete, press PF11. This will return you to the AIRPORT SECONDARY MENU.
- 7) Return to the TECS II 3 MONTH TRAVEL EXEMPTION MENU and you may now enter the required TECS ID# to complete the exemption screen.

#### 4 - PERFORM RESEARCH QUERIES

At times it may be necessary for you to research specific TECS II subjects. Although the research function is independent of the inspection process it is included to allow you to perform subject queries without exiting the Airport Secondary subsystem.

The query process itself is discussed in detail in the SQ SUBJECT QUERY section of this manual. After selecting option 4 (Perform Research Queries) from the TECS II AIRPORT SECONDARY MENU screen, the AIRPORT SECONDARY RESEARCH MENU screen will display as follows. Subsequent screens displayed as a result of selections made from this screen are discussed in the SQ SUBJECT QUERY section of this manual.

-----  
13:15    TECS II AIRPORT SECONDARY RESEARCH MENU 092887    T2MI25  
                                                                 T2PI25

- 1 QUERY PERSON SUBJECT FILE
- 2 QUERY BUSINESS SUBJECT FILE
- 3 QUERY 1 YEAR PRIMARY QUERY HISTORY FILE
- 4 QUERY NLETS (DRIVERS LICENSE)
- 5 ENTER PERSON SUBJECT

PLEASE ENTER NUMBER TO MAKE SELECTION \_\_\_\_\_

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

#### 5 - ENTER PRIMARY BROADCAST MESSAGE

Occasionally you may need to communicate information directly to the primary terminals. The primary broadcast process will allow you to do this.

From the TECS II AIRPORT SECONDARY MENU select option 5, ENTER PRIMARY BROADCAST MESSAGE and press the ENTER key. This will display the TECS II ENTER PRIMARY BROADCAST MESSAGE screen as displayed below. The cursor is positioned at the beginning of the line, ready for you to enter text. After entering the text you wish to send to the primary terminals (not to exceed 78 characters), press the ENTER key. This same text will appear immediately at the bottom of this screen as well as all logged on primary terminals at your location to demonstrate that it was sent.

-----  
13:26    TECS II ENTER PRIMARY BROADCAST MESSAGE 092987    T2MI3801  
                                                                 T2PI3801

ENTER TEXT TO BE DISPLAYED AT ALL PRIMARY TERMINALS: (78  
CHARACTERS MAXIMUM.)

-----  
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF5=RESTORE)  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

## 6 - REPORT OVERDUE INSPECTION RESULTS

This facility is used to process those hits, on the AIRPORT INSPECTION RESULTS LIST, that have not been acted upon for at least eight hours.

From the TECS II AIRPORT SECONDARY MENU select option 6, REPORT OVERDUE INSPECTION RESULTS and press the ENTER key. The TECS II AIRPORT OVERDUE INSPECTION RESULTS LIST screen will display as follows:

```

13:34 TECS II AIRPORT OVERDUE INSPEC. RESULTS LIST 092987 T2PI31
 T2MI31
```

```
 INSP
 I.D. DESCRIPTION DATE
215829603 MAN ,PAUL , , 610830 0914
```

ENTER 'X' BEFORE ITEM TO MAKE SELECTION  
(PF1=HELP) (PF2=FLD HELP) (PF4=PREV MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

```
/\
```

A hit will not be removed from this list until overdue inspection results are reported.

As indicated on the screen, you will enter an 'X' before the item and press the ENTER key. This will then display the TECS II AIRPORT OVERDUE INSPECTION RESULTS screen as follows.

```

13:35 TECS II AIRPORT OVERDUE INSPECTION RESULTS 092987 T2PI32
 T2MI32
```

```
INSP I.D. DESCRIPTION
215829603 MAN ,PAUL , , 610830
```

PLEASE ENTER AN 'X' IN ONE OF THE FOLLOWING RESULTS  
USCS COMPLIANCE: INS COMPLIANCE: SEIZURE: ARREST: PERSON  
EXCLUDED: INFORMATION OBTAINED: OTHER:

IF 'INFORMATION OBTAINED' OR 'OTHER' ENTERED, PLEASE EXPLAIN  
BELOW:

```

PLEASE ENTER INSPECTION RESULTS
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF13=VIEW SUBJECT)
```

```
/\
```

Note, that except for the screen title, or heading, this screen is nearly identical to the TECS II AIRPORT INSPECTION RESULTS screen. The result 'NOT KNOWN' may be entered for those instances when an accurate overdue inspection result cannot be determined, either because the inspector is unknown or he doesn't remember the result. The processing of Overdue Results is identical to the processing of Reporting Inspection Results discussed earlier. Please refer back to that section for a description of the fields and the subsequent processing.

#### TIME TRIGGERED TRANSACTIONS

There are several transactions within the LANDBORDER SECONDARY application which are triggered at some interval of time. Time triggered transactions are: REMOVE ITEM FROM REFERRAL LIST, ISSUE WARNING NOTICE, MAKE INSPECTION RESULTS OVERDUE, and PRINT OVERDUE INSPECTION RESULTS REPORT. Each type of transaction is addressed in the following sections.

##### REMOVE ITEMS FROM REFERRAL LIST

Every hour on the half-hour, all referrals to secondary which were referred by a primary inspector (i.e., they were not hits) are examined to determine if more than 2 hours has elapsed since they were referred. If the referral is more than 2 hours old, it will no longer display on the LANDBORDER SECONDARY REFERRAL LIST; it is moved to the REPORT INSPECTION RESULTS LIST.

##### ISSUE WARNING NOTICE

Every hour on the half-hour, all 'hits' from primary as well as any hits from secondary are examined to determine if more than 2 hours, more than 4 hours, more than 6 hours, or more than 8 hours has elapsed since the hit occurred.

Based upon the oldest hit at each location, one of the following messages will display at all designated secondaries at the corresponding location:

'REPORT RESULTS - 2 HOUR WARNING'  
'REPORT RESULTS - 4 HOUR WARNING'  
'REPORT RESULTS - 6 HOUR WARNING'  
'REPORT RESULTS - 8 HOUR FINAL WARNING'

MAKE INSPECTION RESULTS OVERDUE

When a hit is more than 8 hours old it will become overdue during the next hourly review and the following message will display:

'PLEASE POST OVERDUE INSPECTION RESULTS'

The overdue hit will be deleted from the LANDBORDER INSPECTION RESULTS LIST and will be transferred to the LANDBORDER OVERDUE INSPECTION RESULTS REPORT LIST.

PRINT OVERDUE INSPECTION RESULTS REPORT

The OVERDUE INSPECTION RESULTS REPORT, is produced on a daily basis. The report is produced by landborder location code and lists all hits with overdue inspection results at that location. The inspection results must be entered into the system to remove an item from this report.

**IO40 PRIVATE ACFT. ENF. SYSTEM (PAES)**

The PRIVATE AIRCRAFT ENFORCEMENT SYSTEM (PAES) is used by inspectors at airports to screen pilots and passengers on privately owned aircraft entering the United States.

From the TECS II MAIN MENU, you may either: (1) select the IO option, which will access the SUBSYSTEM FOR INSPECTION OPERATIONS Menu and from this menu (the first screen shown below), enter IO40 into the CODE:\* field and depress the ENTER key or; (2) enter IO40 in the CODE field of the Main Menu. Either method will display the PRIVATE AIRCRAFT ENFORCEMENT SYSTEM MENU as displayed on the second screen.

If your terminal is at a location other than an airport, or if you are processing for another location, you should enter the four-character airport code in the KEYID field, in addition to IO40 in the code field. This will temporarily enable you to process transactions for the location specified.

-----  
 08:18 TECS II SUBSYSTEM FOR INSPECTION OPERATIONS 091187 T2MS0402  
 T2PS0404

| ACCESS<br>CODE | DESCRIPTION               | ACCESS<br>CODE | DESCRIPTION               |
|----------------|---------------------------|----------------|---------------------------|
| IOAA           | SEARCH/ARREST/SEIZURE SYS | IODR           | MOIR                      |
| IODS           | TARGET FLIGHT SYSTEM      | IO04           | LANDBORDER SECONDARY OPS. |
| IO16           | AIRPORT PRIMARY OPS.      | IO25           | AIRPORT SECONDARY OPS.    |
| IO40           | PRIVATE ACFT. ENF. SYSTEM |                |                           |

CODE:\* \_\_\_\_\_ KEYID: \_\_\_\_\_  
 \_\_\_\_\_  
 (PF3=MAIN MENU) (PF4=PREV MENU)  
 END OF SUB-SYSTEM MENU  
 \/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

-----  
 6:46 TECS II PRIVATE AIRCRAFT ENFORCEMENT SYS.MENU 111787 T2MI40  
 T2PI40

- 1 RECORD ADVANCE NOTICE OF ARRIVAL
- 2 PROCESS REPORT OF ARRIVAL
- 3 MAINTAIN AIRCRAFT TRACKING DATA
- 4 MAINTAIN OVERFLIGHT EXEMPTIONS
- 5 PERFORM HISTORICAL QUERIES
- 6 PERFORM RESEARCH QUERIES
- 7 PRINT ARRIVAL RESULTS CF 178
- 8 PROCESS INACTIVE FLIGHT PLANS

PLEASE ENTER NUMBER TO MAKE SELECTION:

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
 /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

## 1 - RECORD ADVANCE NOTICE OF ARRIVAL

Entering a '1' at the prompt on the PRIVATE AIRCRAFT ENFORCEMENT SYSTEM Menu will display the RECORD ADVANCE NOTICE OF ARRIVAL screen as displayed below:

-----  
15:29 TECS II RECORD ADVANCE NOTICE OF ARRIVAL 121287 T2MI43  
T2PI43

TYPE:\* \_\_\_\_

TAIL #:\* \_\_\_\_\_ AIRCRAFT TYPE: \_\_\_\_\_

DEPARTURE LOC. \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_ Z DEPARTURE DATE: \_\_\_\_

TRUE AIR SPEED: \_\_\_\_\_ ALTITUDE: \_\_\_\_\_

DEST.LOC.:\* \_\_\_\_\_ DEST.ETA: \_\_\_\_\_ Z DEST.DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF5=RESTORE)

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

The following screen (as well as most of the subsequent screens), require coded data to be entered into many of the fields (e.g. departure location, aircraft type). You may view the coded values together with a description associated with these codes by depressing the PF2 key (field help) when the cursor is positioned in that specific field.

To enter flight plans via an advance notice of arrival, the following fields, as denoted by an asterisk (\*) in the screen above, must be filled:

TYPE - You must enter either "C" or "F". Enter C if the notice is received directly from the pilot to Customs. Enter F if the notice is transmitted telephonically from FAA to Customs. If an invalid entry is made, the following message will display:

"INVALID TYPE: C OR F"

TAIL # - Consists of letters and numbers. If the data entered does not pass validation, the following message will appear:

"INVALID TAIL NUMBER"

The tail number must correspond to an existing subrecord. If the subrecord does not exist, the user will be prompted:

"SUBJECT RECORD DOES NOT EXIST FOR THIS TAIL #. CREATE A  
SUBJECT RECORD (Y/N)? \_"

If you respond "Y", a partial subrecord will be automatically created. If you respond "N", the flight plan data entered will be discarded when the screen redisplay in preparation of the next transaction.

DESTINATION LOCATION - A four character alphabetic code for the U.S. Airport must be entered into this field. The following message will be displayed if an invalid code is entered:

"INVALID AIRPORT LOCATION"

The remaining fields are optional and are discussed below.

AIRCRAFT TYPE - Valid values are alphanumeric, up to four characters. The following message will be displayed for invalid entries:

"INVALID AIRCRAFT TYPE"

DEPARTURE LOCATION - A four character alphabetic code for the foreign airport. Invalid entries display the following message:

"INVALID AIRPORT LOCATION"

DEPARTURE TIME (must be ZULU time) & DATE is set to current date but can be changed. If the entries do not pass standard validation, the corresponding error message will display:

"INVALID TIME"  
"INVALID DATE"

TRUE AIR SPEED and ALTITUDE are optional and may contain any alphanumeric characters.

DESTINATION ETA (must be ZULU time) & DATE is set to current date but can be changed, but should be provided whenever possible. If entries do not pass standard validation, the corresponding error message will display:

"INVALID TIME"  
"INVALID DATE"

REMARKS - One line of text may be entered in this field.



When adding a flight plan via advance notice of arrival, all mandatory fields must be filled or the following message will display:

"REQUIRED FIELD IS NOT FILLED"

Once all information has been validated, the flight plan is added to tracking file. In addition, it is added to the PENDING ARRIVALS LIST for the destination airport.

An example of a completed screen is displayed below.

-----  
15:43 TECS II RECORD ADVANCE NOTICE OF ARRIVAL 121287 T2MI43  
T2PI43

TYPE:\* C

TAIL #:\* N310KM AIRCRAFT TYPE: C210

DEPARTURE LOC.MMEX DEPARTURE TIME:1100 Z DEPARTURE DATE:121287

TRUE AIR SPEED:\_\_\_ ALTITUDE:\_\_\_

DEST.LOC.:\*kcxl DEST.ETA:\_\_\_ Z DEST.DATE:121287

REMARKS:MCLAUGHLIN,K - PILOT; 1 USC

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF5=RESTORE)

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/

## 2 -- PROCESS REPORT OF ARRIVAL

From the TECS II system menu for PAES, select option #2 (Process Report of Arrival), and depress the ENTER key. The PENDING PRIVATE AIRCRAFT ARRIVALS screen will be displayed as shown below:

| TAIL # | SRC | LOOKOUT | TYPE | DPTD | DPTM | DSTN | ETA   | DATE   | ARRV |
|--------|-----|---------|------|------|------|------|-------|--------|------|
| N310KM | CUS |         | C210 | MMEX | 1100 | KCXL | 1230Z | 121287 |      |

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ARRIVAL NOT ON LIST

By entering a '2' before the selected item on the PENDING PRIVATE AIRCRAFT ARRIVALS screen, and pressing the ENTER key an aircraft query is performed. Aircraft subject data and the 10 most recent arrivals are retrieved. The PRIVATE AIRCRAFT QUERY screen, as shown below will display using the data from the subrecord. Note that if the aircraft is currently on LOOKOUT "TECS" or "NCIC" will be displayed on the PENDING ARRIVALS screen under the LOOKOUT column. By pressing PF8 you can perform an Aircraft Subject Query to view the details of the lookout record(s) and any other subrecord(s).

```

15:46 TECS II PRIVATE AIRCRAFT QUERY MMDDYY T2MI47
 T2PI47
```

```
AIRCRAFT TAIL NUMBER: N310KM MAKE: CESSNA
MODEL: COLORS: WHITE BLUE
OWNER/LESSEE: MCLAUGHLIN , KENNETH
STREET ADDRESS: 2764 NE 17 ST
CITY: FORT LAUDERDALE ST: FL COUNTRY: US ZIP: 00000
OVERFLIGHT EXPIRES: AIRCRAFT REGISTRATION CERT. VERIFIED:
```

```
DATE ARRIV FOREIGN PLACE OF DEPARTURE PILOT NAME DOB
101287 KFXE MALYN NEIL D 070463
```

```
PRESS <PF8> TO CHECK FOR ADDITION DATA
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF8=NEXT PAGE)
```

```
\/
```

Pressing the PF8 key will display the AIRCRAFT SUBJECT QUERY screen. From here, you may search and view the detail of any available information on the aircraft. In addition to displaying the query results, if the aircraft is on LOOKOUT, the subject record owner is notified.

Whenever an aircraft query is performed for certain destination locations, a message in the following format will be sent to specified "interested" locations:

```
"PENDING ARRIVAL TLC10008 VFR TECS-L3 C404 MMMX 030
0 KFL 070 120586"
```

Note that the query results are used to automatically create or update the arrival results report as described in REPORT ARRIVAL RESULTS Section option "S" from the PENDING PRIVATE AIRCRAFT ARRIVALS screen.

The series of screens which you will be presented with are displayed below. For each Aircraft Subject Record, you may view up to 3 screens. Also, there will frequently be multiple sub-records, e.g., C90 (PAES record), F01 (FAA Reg. Record) and possibly a "lookout" sub-record. Each of these can be viewed by pressing PF13 from the AIRCRAFT SUBJECT DISPLAY (1 OF 3) screen.

15:47           TECS II - AIRCRAFT SUBJECT QUERY           120187 T2MR14  
T2PR14

ENTER TECS RECORD ID: A

OR SELECT RECORDS TO BE SEARCHED

TECS RECORDS- ALL: ONLY SUSPECTS:  
SUB-RECORDS- ALL: ONLY AGENCY OWNED: ONLY SUB-AGEN. OWNED:

AND ENTER AT LEAST ONE SEARCH PARAMETER

AIRCRAFT REGISTRATION NUMBER (TAIL NUMBER): N310KM

MANUFACTURER'S SERIAL NUMBER:

MISCELLANEOUS NUMBERS:

```
(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREVIOUS MENU)
```

15:47    TECS II - SUBJECT QUERY RESULTS (HIT LIST) 121287 T2MR12  
T2PR12  
PAGE 1

1 RECORD WAS RETRIEVED

| RECORD-ID      | SUBJECT DESCRIPTION |
|----------------|---------------------|
| STATUS CODE    |                     |
| A7500134100C90 | N310KM CESSNA       |
| NP             | NON-SUSPECT, PAIRS  |

PLACE A "V" IN FRONT OF THE RECORD YOU WANT TO SEE AND PRESS  
ENTER

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV SCREEN)  
(PF8=NEXT SCREEN)



PREVIOUS PILOTS ON AIRCRAFT TAIL # N310KM

PLEASE ENTER SELECTION LIST NUMBER TO VIEW PREVIOUS PILOT OR  
ENTER 'P' TO QUERY PILOT NOT ON LIST:  
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

"NO PREVIOUS PILOTS"

15:01           TECS II PILOT QUERY SCREEN           121287 T2MI5201  
T2PI5201

PILOT LAST NAME: \*

FIRST NAME: \* MIDDLE

DOB:

"INVALID LAST NAME"  
"INVALID FIRST NAME"  
"INVALID DATE"  
"REQUIRED FIELD IS NOT FILLED"

"NO POSSIBLE MATCHES - CREATE SUBJECT RECORD (Y/N) ?"

If one or more subject records are found, they are displayed as indicated on the PILOT QUERY SELECTION LIST below:

POSSIBLE MATCHES ON: MANGUS , PAUL

PLEASE ENTER SELECTION LIST NUMBER TO VIEW PILOT OF ENTER 'N' IF  
NO MATCH ON SELECTION LIST:  
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

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```

15:50 TECS II PILOT QUERY 121287 T2MI5401
 T2PI5401
```

```
PILOT NAME:MCLAUGHLIN ,KENNETH L DOB:032236 NATIONALITY:US
LICENSE NUMBER:282306722 LICENSE COUNTRY:
STREET ADDRESS:2764 NE 17 ST APT
CITY:FORT LAUDERDALE ST:FL COUNTRY:US ZIP:00000
LICENSE CERT VERIFIED:000000 MEDICAL CERT. VERIFIED:000000
```

```
DATE ARRIV FOREIGN PLACE OF DEPARTURE TAIL #
101286 KFXE N310KM
```

PILOT THIS ARRIVAL (Y/N)? \_\_

PRESS <PF8> TO CHECK FOR ADDITION DATA

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF8=NEXT PAGE)  
 /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

Specify if the pilot displayed is the pilot this arrival. The following error message is possible:

"INVALID ENTRY -Y or N"

If you respond "N", you will be returned to one of the PILOT screens to select another pilot to view.

If you indicate a pilot this arrival (Y), the query results are used to automatically create or update arrival results report as described in the REPORT ARRIVAL RESULTS portion.

#### QUERY PASSENGER

To query passengers enter '4' in front of the appropriate item on the PENDING PRIVATE AIRCRAFT screen. The PREVIOUS PASSENGER SELECTION LIST screen will be displayed as shown below. As indicated on the screen, you may query a listed passenger, or a passenger not on the list, by entering either the selection list number or a 'P'.

After all passenger queries have been completed enter a 'C' and press the ENTER key. You will now be returned to the PENDING PRIVATE AIRCRAFT ARRIVALS screen, ready to select and process the next arrival flight.

-----  
 15:52 TECS II PREVIOUS PASSENGERS SELECTION LIST 121287 T2MI58  
 T2PI58

PREVIOUS PASSENGERS ON AIRCRAFT TAIL NUMBER

| #   | LOOKOUT | PASSENGER NAME |        | NTNL | DOB       |
|-----|---------|----------------|--------|------|-----------|
| 001 | TECS    | BOUVIER        | JOHN   | A    | US 062941 |
| 002 | TECS    | BOUVIER        | KARIN  | S    | US 030751 |
| 003 | TECS    | MCLAUGHLIN     | LILLIA | A    | US 080334 |

PLEASE ENTER SELECTION LIST NUMBER TO VIEW PREVIOUS PASSENGER  
 DATA, ENTER "P" TO QUERY PASSENGER NOT ON LIST, OR "C" IF  
 PASSENGER QUERY COMPLETE: \_\_\_\_\_

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
 (PF8=NEXT PAGE)

~~~~~

By selecting a passenger from the PREVIOUS PASSENGERS LIST, the  
 following three screens will be presented. First is the PERSON  
 SUBJECT QUERY screen (already filled in). Press ENTER and the  
 SUBJECT QUERY RESULTS (HIT LIST) is displayed. Enter "V" and  
 press ENTER; the PERSON SUBJECT DISPLAY is displayed. As  
 indicated near the bottom of the screen, you must PRESS PF24 TO  
 ADD PASSENGER to this ARRIVAL REPORT. PF24 must be pressed from  
 screen 1 of 5.

-----  
 15:53 TECS II - PERSON SUBJECT QUERY 121287 T2MR11  
 T2PR11

ENTER TECS RECORD ID: P7501625000C90

OR SELECT RECORDS TO BE SEARCHED

TECS RECORDS- ALL: - ONLY SUSPECTS:

OWNED BY- ALL: - ONLY AGENCY-OWNED: - ONLY SUB-AGENCY-OWNED: -

FINANCIAL DATABASE RECORDS- ALL: CTR: FBA: CMIR: -

NLETS MOTOR VEHICLE REGISTRATION- ENTER STATE CODE(S): -

AND ENTER AT LEAST ONE SEARCH PARAMETER

NAME- LAST: BOUVIER

FIRST: JOHN MIDDLE: \_\_\_\_\_ X FOR SOUNDIX:

DATE OF BIRTH(SINGLE DATE OR RANGE) 062941 SEX: (ONLY NLETS)

SSN: \_\_\_\_\_ PASSPORT-NUMBER: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

DRIVERS LICENSE#: \_\_\_\_\_ STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

ALIEN REGISTR#: \_\_\_\_\_ BORDER CROSSING CARD: \_\_\_\_\_

PILOTS LICENSE#: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MISCELLANEOUS NUMBER: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PERV MENU)  
 ~~~~~

| RECORD-ID      | SUBJECT DESCRIPTION   |
|----------------|-----------------------|
|                | STATUS CODE           |
| P7501625000C90 | BOUVIER JOHN A 062941 |
| NP             | NON-SUSPECT, PAIRS    |

```
PF13 FOR NEXT SUB-RECORD
PRESS <PF24> TO ADD PASSENGER FOR THIS ARRIVAL
(PF1=HELP) (PF3=MAIN MENU) (PF4=QUERY RESULTS) (PF8=NEXT PAGE)
(PF13=NEXT SUB-RECORD) (PF14=LINK LIST) (PF16=PRINT RECORD)
```

## REPORT ARRIVAL RESULTS

To report arrival results enter a '5' before the selected item on the PENDING PRIVATE AIRCRAFT ARRIVALS screen and press the ENTER key. The REPORT OF PRIVATE AIRCRAFT ARRIVAL will be displayed as shown below:

```

15:55 TECS II REPORT OF PRIVATE AIRCRAFT ARRIVAL 121287 T2MI45
 T2PI45
AIRCRAFT TAIL #:N310KM CF-178 NBR:87NKCSL00253
US AIRPORT OF ARRIV:*KCXL US ARRIV TIME:*2045 Z US ARRIV DT:*121287
AIRPORT OF DEPART:*MMEX DEPART TIME:*1100 Z US ARRIV DT:*121287
LAST FOREIGN CITY:* LAST FOREIGN COUNTRY:*
FOREIGN ITINERARY:*
US AIRPORT OF DEPARTURE: DEPARTURE STATE:
US AIRPORT CODE: US DEPARTURE TIME: Z US DEPART DATE:

MAKE:CESSNA MODEL:
COLORS:* WHITE BLUE TRIM:
OWNER/LESSEE NAME:*MCLAUGHLIN ,KENNETH
STREET ADDRESS:*2764 NE 17 ST
CITY:*FORT LAUDERDALE ST:*FL COUNTRY:*US ZIP:00000

INSPECTOR ID:*212502035 AIRCRAFT REGISTRATION CERT.VERIFIED:*

```

PLEASE ENTER "R" TO REPORT INSPECTION RESULTS FOR THIS ARRIVAL,  
OR ENTER "C" IF REPORT OF ARRIVAL IS COMPLETE: \_\_\_\_\_

PF8 TO REPORT ARRIVAL RESULTS ON PILOT  
(PF1/PF2=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF5=RESTORE)  
(PF8=PAGE FORWARD)  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

When reporting arrival results you may report aircraft and flight data, pilot data, passenger data, inspection results, and generate the printed report of arrival. Several data elements will already be filled in as a result of the previous reporting and queries. If necessary, these fields can be modified. Complete all fields marked with an asterisk (\*). The two lines of U.S. departure data should be completed for U.S. aircraft.

After completing this screen you may press PF8 to Report Arrival Results On Pilot or enter "R" to Report Inspection Results for this arrival.

## REPORT AIRCRAFT RESULTS

The following field specifications pertain to the above screen.

If not already filled in enter a valid airport code for US AIRPORT OF ARRIVAL. If the code is not valid, the following message will display:

"INVALID AIRPORT LOCATION"

The US ARRIVAL TIME and US ARRIVAL DATE should already be filled in from the FACT OF ARRIVAL. You may change the TIME or DATE if required. If the data is not validated, the following message will be displayed:

"INVALID TIME"  
"INVALID DATE"

The AIRPORT OF DEPARTURE, if blank, must be filled in with a valid airport code. The following error message is possible:

"INVALID AIRPORT LOCATION"

The DEPARTURE TIME and DEPARTURE DATE (if blank) must be entered and validated. If they are already filled in, they may be changed if necessary. The following messages may display:

"INVALID TIME"  
"INVALID DATE"

The LAST FOREIGN CITY, LAST FOREIGN COUNTRY, and FOREIGN ITINERARY must be filled in. If the country code is invalid, the following message will be displayed:

"INVALID COUNTRY"

For U.S. registered aircraft, enter US AIRPORT OF DEPARTURE, DEPARTURE STATE, US AIRPORT CODE, US DEPARTURE TIME and US DEPARTURE DATE. One or more of the following messages may occur if any of the fields are in error.

"INVALID AIRPORT LOCATION"  
"INVALID STATE"  
"INVALID TIME"  
"INVALID DATE"

The aircraft subject record owner data is obtained from TECS II Subject Linkage table. The OWNER data can be modified on the ARRIVAL REPORT. However, in order to capture the modifications for subsequent arrivals and queries, the subject record and/or linkages must be modified by placing a 6 next to the TAIL # on the PENDING ARRIVALS screen.

The INSPECTOR ID defaults to the inspector ID of the individual who performed the last aircraft query. However, the inspector ID can be changed to any valid user ID. The following messages is displayed if there is an error:

"INVALID USER ID"

The inspector must indicate if the AIRCRAFT REGISTRATION CERTIFICATE VERIFIED this arrival. Enter either "Y" or "N" or the following error message is displayed:

"INVALID ENTRY - Y OR N"

Both inspection results for the aircraft and the report on the pilot must be completed before you can complete this report of arrival. If you indicate that the report of arrival was complete (by entering 'C') and all required fields are not filled in, the following message would be returned:

"REQUIRED FIELD IS NOT FILLED"

Even though all the required fields may have been completed, required fields on subsequent screens need to be completed.

#### ARRIVAL INSPECTION RESULTS

Selecting option 'R' from the REPORT OF PRIVATE AIRCRAFT ARRIVAL screen will display either the following message:

"INSPECTION RESULTS ALREADY REPORTED"

or the INSPECTION RESULTS screen, as shown below:

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-----  
 15:56    TECS II REPORT OF PRIVATE AIRCRAFT ARRIVAL 121287 T2PI46  
T2MI46

PILOT NAME: MCLAUGHLIN, KENNETH L  
 DOB: 032236 NATIONALITY: US  
 LICENSE NUMBER: 282306722 LICENSE COUNTRY:  
 STREET ADDRESS: \*2764 NE 17 ST  
 CITY: \*FORT LAUDERDALE ST: \*FL COUNTRY: \*US ZIP: \*00000

INSPECTOR ID: \*212502035 PILOT LICENSE CERTIFICATE VERIFIED: \*  
 PILOT MEDICAL CERTIFICATE VERIFIED: \*

VIOLATIONS: \_\_\_\_\_

NUMBER OF PASSENGERS/CREW ON BOARD: \* \_\_\_\_\_

PLEASE ENTER "R" TO REPORT INSPECTION RESULTS FOR PILOT, OR  
 ENTER "C" IF REPORT OF ARRIVAL IS COMPLETE: \_\_\_\_\_  
 PF8 TO REPORT ARRIVAL RESULTS ON PASSENGERS  
 (PF1/PF2=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF5=RESTORE)  
 (PF7/PF8=PAGING)

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

The following field specifications apply to the REPORT OF PRIVATE AIRCRAFT ARRIVAL - Pilot screen.

The INSPECTOR ID defaults to the Inspector ID of the individual who performed the last pilot query. However, the Inspector ID can be changed to any valid User ID. The following message is displayed if there is an error:

"INVALID USER ID"

The inspector must indicate if the PILOT LICENSE CERTIFICATE and PILOT MEDICAL CERTIFICATE were verified this arrival. Enter either "Y" or "N" or the following error message will display:

"INVALID ENTRY \_ Y OR N"

The inspector must indicate the NUMBER OF PASSENGERS and CREW ON BOARD, not including the pilot. This number must agree with the number of passengers previously queried before the arrival report is considered complete.

If the pilot is on "lookout", inspection results must be reported. If the pilot is not on "lookout", inspection results are not required but may be entered if desired. Inspection results reporting for a pilot is identical the mandatory inspection results previously discussed.



REPORT ARRIVAL RESULTS ON PASSENGERS

15:56 TECS II REPORT OF PRIVATE AIRCRAFT ARRIVAL 121287 T2PI64  
T2MI64

## PASSENGERS/CREW ON AIRCRAFT TAIL NUMBER

| #  | LOOKOUT | PASSENGER NAME |   | NTNL | DOB    | RESULTS |
|----|---------|----------------|---|------|--------|---------|
| 01 | TECS    | BOUVIER, JOHN  | A | US   | 062941 |         |

PLEASE ENTER "R" AND SELECTION NUMBER TO REPORT INSPECTION  
RESULTS, ENTER "D" AND SELECTION NUMBER TO DELETE A PASSENGER  
FROM THIS ARRIVAL, ENTER "P" TO QUERY PASSENGER NOT ON LIST, OR  
ENTER "C" IF ARRIVAL REPORT IS COMPLETE:

PLEASE MAKE A SELECTION

(PF1/PF2=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF5=RESTORE)  
(PF7/PF8=PAGING)

~~~~~

If the number of passengers listed on this screen agrees with the total indicated on the previous screen, and all of the required fields on the REPORT OF PRIVATE AIRCRAFT ARRIVAL screens have been filled in, and INSPECTION RESULTS for this arrival have been reported, you may indicate a "C" on this or any other REPORT OF PRIVATE AIRCRAFT ARRIVAL screen to indicate that you are finished

with this particular arrival report. If the system agrees that you are finished, the aircraft will be deleted from the PENDING ARRIVALS screen.

#### COMPLETE REPORT OF ARRIVAL

When you indicate from any of the REPORT OF PRIVATE AIRCRAFT ARRIVAL screens, that the report of arrival is complete, the following checks are performed:

- All required fields have been entered, including an owner/lessee linkage to the aircraft
- The number of passengers/crew on board indicated on REPORT OF PRIVATE AIRCRAFT ARRIVAL screen equal to the number of passengers reported on the REPORT OF PRIVATE AIRCRAFT ARRIVAL screen.
- Inspection results have been entered for the aircraft subject and, at a minimum, for all LOOKOUT persons

If the report of arrival is not valid, the following error messages may be displayed.

"NOT ALL PASSENGERS REPORTED" or  
"REQUIRED FIELD NOT FILLED"

After the ARRIVAL REPORT is complete and has been removed from the PENDING ARRIVALS LIST, a copy is printed on a host-addressable printer. This printer will usually be at a District or other major office and not at the processing airport. In order to get a copy immediately at the airport, go to the PRIVATE AIRCRAFT ENFORCEMENT SYSTEM MENU (IO40). Select option 5, PERFORM HISTORICAL QUERIES. Then select option 1, QUERY AIRCRAFT HISTORY. Key the TAIL # and press ENTER. The arrival which you just processed should be at the top of the list. Place an X next to the arrival and press ENTER. SCREEN PRINT the first screen with the aircraft details. Press PF8 and if any passengers are listed, SCREEN PRINT the passenger screen. Assemble the SCREEN PRINTS, sign and date them, and file them with the CF178 given by the pilot in case they are needed at a later date. CF178's will no longer be sent to and stored by CENTRAL FILES.

#### 3 - MAINTAIN AIRCRAFT TRACKING DATA

When the user selects Maintain Aircraft Tracking Data from the PRIVATE AIRCRAFT ENFORCEMENT SYSTEM MENU, the MAINTAIN AIRCRAFT TRACKING DATA MENU screen displays as follows:

-----  
13:14 TECS II MAINTAIN AIRCRAFT TRACKING DATA MENU 083087 T2MI71  
T2PI71

- 1 ENTER AIRCRAFT TRACKING DATA
- 2 CANCEL AIRCRAFT TRACKING DATA
- 3 QUERY ACTIVE FLIGHT PLANS
- 4 QUERY BY AIRCRAFT TAIL NUMBER
- 5 QUERY ALL AIRCRAFT
- 6 QUERY AIRPORT LOCATION CODE

PLEASE ENTER 1-6 TO MAKE SELECTION:

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

From here, you have the option to enter aircraft tracking data, cancel aircraft tracking entry, query active flight plans, query all aircraft by tail number, query all aircraft, and query airport location code. Via an NLETS interface, NLETS users may also query and create aircraft tracking records.

#### ENTER AIRCRAFT TRACKING DATA

If you enter '1' to Enter Aircraft Tracking Data from the MAINTAIN AIRCRAFT TRACKING DATA MENU, the ENTER AIRCRAFT TRACKING DATA screen will be shown below:

-----  
13:16 TECS II ENTER AIRCRAFT TRACKING DATA 083087 T2MI72  
T2PI72

TYPE: \* \_\_\_\_ (A-ARRIVAL, D-DEPARTURE, S-SIGHTING)

TAIL#: \* \_\_\_\_\_ AIRCRAFT TYPE: \_\_\_\_\_

LOCATION: \* \_\_\_\_\_ DATE: \* \_\_\_\_\_ TIME: \_\_\_\_\_

REMARKS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

RESTRICTED: \* \_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF5=RESTORE)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

TYPE - is a mandatory field which must contain "A", "D", or "S". If the entry is invalid, the following message displays:

"INVALID TYPE: A, D, OR S"

TAIL # must be entered and must correspond to an existing C90 (PAES) sub-record. If the sub-record does not exist, you will be prompted:

"SUBJECT RECORD DOES NOT EXIST FOR THIS TAIL #. CREATE  
A SUBJECT RECORD (Y/N)?"

Respond "Y", and the subrecord will be created without further user intervention. Respond "N", and the entered tracking data is discarded and the screen redisplay in preparation of the next transaction.

AIRCRAFT TYPE - is table validated. If it does not pass table validation, the following message appears:

"INVALID AIRCRAFT TYPE"

LOCATION - is required and is table validated. If it does not pass validation, the following message displays:

" INVALID AIRPORT LOCATION"

DATE - is required and must be valid or the following message displays:

"INVALID DATE"

TIME - is optional, but if entered, must be valid or the following message will display:

"INVALID TIME"

REMARKS and CONTACT - are optional entries.

RESTRICTED - is required and may be "Y" or "N". "Y" should be entered only if you do not want non-customs users aware of the tracking record. The following error message displays:

"INVALID ENTRY - Y OR N"

When the your entry has been validated, the tracking record is created.

If the aircraft for which the tracking data was entered is on LOOKOUT, standard HIT notification is sent to the record owner.

If an arrival tracking record was created, the oldest active flight plan for the specified location and tail number is closed out as indicated in RECORD FACT OF ARRIVAL.

When the transaction is complete, the ENTER AIRCRAFT TRACKING DATA screen will display in preparation of the next entry.

If you are entering multiple tracking entries, e.g., sightings, with similar data, complete the screen for the first entry and press ENTER. When the blank screen is displayed, press PF5. The last entry will be redisplayed. Change the TAIL # and whatever else needs to be changed and press ENTER. Repeat this process as often as required.

#### CANCEL AIRCRAFT TRACKING ENTRY

If you enter 2 to Cancel Tracking Entry from the MAINTAIN AIRCRAFT TRACKING DATA MENU, the CANCEL AIRCRAFT TRACKING DATA screen will display:

```

13:21 TECS II CANCEL AIRCRAFT TRACKING DATA 083087 T2PI73
 T2MI73
```

TYPE:\* (I-IFR, V-VFR, F-FAA, C-CUSTOMS, A-ARRIVAL,  
 D-DEPARTURE, S-SIGHTING)

TAIL#:\* \_\_\_\_\_

LOCATION:\* \_\_\_\_\_ DATE:\* \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF5=RESTORE)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

TYPE - is required and must be "I", "F", "C", "A", "D", or "S" or the following message is displayed:

"INVALID TRACKING TYPE"

TAIL # - is required.

LOCATION - is required and is table validated. If the entry is invalid, the following message displays:

"INVALID AIRPORT LOCATION"

DATE - is required and must pass standard validation or the following message will display:

"INVALID DATE"

When all required data is validated, the corresponding aircraft tracking record is found. If more than one record is found, the first record found is used. The record is cancelled. If an arrival entry is cancelled for an arrival with results still pending, all associated arrival data is cancelled. However, if arrival results have been completed for the arrival, only the arrival tracking record is cancelled.

If there is no record to cancel, the following message is displayed:

"NO RECORD TO CANCEL"

If there is no record to cancel, the entered data will be discarded the next time the screen is cleared.

#### QUERY ACTIVE FLIGHT PLANS

If you enter '3' to Query Active Flight Plans from the MAINTAIN AIRCRAFT TRACKING DATA MENU, the QUERY ACTIVE FLIGHT PLANS screen displays. An example of a query for ACTIVE FLIGHT PLANS for KMIA is displayed below:

```

13:26 TECS II QUERY ACTIVE FLIGHT PLANS 083087 T2PI74
 T2MI74
```

DEPARTURE: \_\_\_\_\_ DESTINATION: \_\_\_\_\_ AIRCRAFT TYPE: \_\_\_\_\_

| SRC | TAIL # | DPTD | DPTM | DSTN | ETA   | DATE   | REMARKS |
|-----|--------|------|------|------|-------|--------|---------|
| VFR | N310KM | C210 | MMEX | 1100 | 1230Z | 121287 |         |
| CUS | N126   | PAZT | MMEX | 1200 | 1315Z | 121287 |         |

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF7=PREV PAGE)  
 (PF8=NEXT PAGE)  
 /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

An active flight plan is one without the fact of arrival recorded and has not yet become inactive.

Enter DEPARTURE, DESTINATION, or AIRPORT TYPE as limiting search criteria. All fields are validated and must be valid or the following messages displays:

"INVALID AIRPORT LOCATION"  
"INVALID AIRCRAFT TYPE"

All active flight plans meeting a specified search criteria are retrieved and displayed by date and ETA as indicated on this screen. If more than one page of active flight plans is retrieved, (MORE) will displayed on line 23.

If no records are found, the following message are displayed on line 23.

"NO RECORDS FOUND"

#### QUERY BY AIRCRAFT TAIL NUMBER

If you enter '4' to Query By Aircraft Tail Number from the MAINTAIN AIRCRAFT TRACKING DATA MENU, a blank QUERY BY AIRCRAFT TAIL NUMBER screen will display. An example of a completed screen is shown below:

```

15:58 TECS II QUERY BY AIRCRAFT TAIL NUMBER 121287 T2PI75
 T2MI75
```

```
TAIL #:* START DATE: STOP DATE:
DEPARTURE: DEST. SIGHTING LOC.: AIRCRAFT TYPE:
```

```
SRC TAIL # TYPE DPTD DPTM DSTN ETA DATE REMARKS
```

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF7=PREV PAGE)
(PF8=NEXT PAGE
```

```
/\
```

Enter TAIL #. If the tail # is not entered, the following message is displayed:

"REQUIRED FIELD IS NOT FILLED"

Enter START DATE and STOP DATE as the search criteria. The dates must pass standard validation or the following messages display:

"INVALID DATE" or  
"STOP DATE PRECEDES START DATE"

Enter DEPARTURE, DESTINATION, SIGHTING LOCATION, AND AIRCRAFT TYPE as additional search criteria. All fields are then validated.

All tracking records meeting search criteria are found and displayed by date and ETA. If more than one page of records is retrieved, (MORE) displays on line 23.

If no records were retrieved, then the following message displays:

"NO RECORDS FOUND"

An example of a query response is displayed below:

```

16:01 TECS II QUERY BY AIRCRAFT TAIL NUMBER 121287 T2PI75
 T2MI75
```

```
TAIL #:*N310KM START DATE:120187 STOP DATE:121287
DEPARTURE:_____ DEST:_____ SIGHTING LOC.:_____ AIRCRAFT TYPE:_____
```

| SRC | TAIL # | TYPE | DPTD | DPTM | DSTN | ETA   | DATE   | REMARKS |
|-----|--------|------|------|------|------|-------|--------|---------|
| CUS | N310KM | C210 | MMEX | 1100 | KCXL | 1230Z | 121287 |         |
| ARR | N310KM | C210 | MMEX | 1100 | KCLE | 1230Z | 121287 |         |

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF7=PREV PAGE)
(PF8=NEXT PAGE)
```

```
/\
```

QUERY ALL AIRCRAFT

If you enter '5' to Query All Aircraft from the MAINTAIN AIRCRAFT TRACKING DATA Menu, a blank QUERY ALL AIRCRAFT screen displays.

```

16:02 TECS II QUERY ALL AIRCRAFT 121287 T2PI76
 T2MI76
```

```
START DATE:_____ STOP DATE:_____
DEPARTURE:_____ DEST:_____ SIGHTING LOC.:_____ AIRCRAFT TYPE:_____
```

| SRC | TAIL # | TYPE | DPTD | DPTM | DSTN | ETA | DATE | REMARKS |
|-----|--------|------|------|------|------|-----|------|---------|
|-----|--------|------|------|------|------|-----|------|---------|

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF7=PREV PAGE)
(PF8=NEXT PAGE)
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```
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```



Enter START DATE and STOP DATE as limiting search criteria. The dates must pass standard validation or the following messages display:

"INVALID DATE" or  
"STOP DATE PRECEDES START DATE"

Enter DEPARTURE, DESTINATION, SIGHTING LOCATION, and AIRCRAFT TYPE as additional search criteria. At least one of these fields is required. All fields are table validated and must be valid or the following messages display:

"INVALID AIRPORT LOCATION"  
"INVALID AIRCRAFT TYPE"

Enter both dates or one of the other search criteria. If there is an error, the following message displays:

"REQUIRED FIELD IS NOT FILLED"

All tracking records meeting the search criteria are found and displayed by date and ETA. If more than one page of records is found, (MORE) displays on line 23.

If no records are found, then the following message displays on line 23.

"NO RECORDS FOUND"

An example of a Query response is displayed below:

```

16:03 TECS II QUERY ALL AIRCRAFT 121287 T2PI76
 T2MI76
START DATE:120187 STOP DATE:121287
DEPARTURE:_____ DSTN.:KMIA SIGHTING LOC:_____ AIRCRAFT TYPE:_____

SRC TAIL # TYPE DPTD DPTM DSTN ETA DATE REMARKS
VFR N1234 # DC6 MSLP 2346 KMIA 121187
VFR N34560 PAZT *MCI 1000 KMIA 1200Z 121087 TEST 121087
CUS N900LC *MCI 0900 KMIA 1200Z 121087 TEST/GLEN/ROS
CUS N900LC CYM 1000 KMIA 1200Z 121087 TEST
ARR N900LC *MCI 0900 KMIA 1200Z 121087 TEST/GLEN/ROS
VFR N34560 CYM 1000 KMIA 1200Z 120987
ARR N34560 1000 1100Z 120987
VFR N34560 PAZT CYM 1000 KMIA 1200Z 120787 TEST
ARR N34560 PAZT CYM 1000 KMIA 1200Z 120787 TEST
```

(MORE)

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

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## QUERY AIRPORT LOCATION CODE

If you enter '6' to Query Airport Location Code from the MAINTAIN AIRCRAFT TRACKING DATA MENU, a blank QUERY AIRPORT LOCATION CODE SELECTION is displayed. Fill in the code and press ENTER.

```

13:39 TECS II QUERY AIRPORT LOCATION CODE 083087 T2PI77
 T2MI77
```

AIRPORT LOCATION CODE:\* KMIA

MIAMI

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF5=RESTORE  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/

Enter the airport location code of interest. If the airport location code entered is invalid, the following message displays:

"INVALID AIRPORT LOCATION"

## NLETS INTERFACE

NLETS users are able to perform queries of aircraft tracking data. As part of the NLETS query, the NLETS user may enter a record.

When an NLETS user adds a record, the tail number must refer to an existing subrecord or a subrecord is automatically created. When the record is added, the location code and date must also be valid. The tracking record will not be restricted. (Refer to the NN NCIC/NLETS section of this manual)

To create, modify or query overflight exemptions, select option '4' from the PRIVATE AIRCRAFT ENFORCEMENT SYSTEM MENU, the MAINTAIN OVERFLIGHT EXEMPTIONS MENU will be displayed:

```

1 ADD OVERFLIGHT EXEMPTION
2 UPDATE OVERFLIGHT EXEMPTION
3 QUERY OVERFLIGHT EXEMPTION

```

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
```

### ADD A NEW EXEMPTION

When you elect to add a new exemption, the MAINTAIN OVERFLIGHT EXEMPTIONS screen displays:



The START DATE, STOP DATE, and DATE REQUESTED must be valid dates or the following message is displayed:

"INVALID DATE"

The START DATE must precede the STOP DATE or the following message appears:

"STOP DATE PRECEDES START DATE"

Specify ACTION TAKEN by entering the corresponding letter. The action taken must be A, D, or R and is required.

Enter USUAL BAGGAGE/CARGO and REQUEST JUSTIFICATION.

Enter at least one code for each of the AIRPORT LOCATION CODE (S) of INTENDED FIRST LANDING and the AIRPORT LOCATION CODE (S) OF USUAL FOREIGN DEPARTURE. The codes must be valid or the following message is displayed:

"INVALID AIRPORT LOCATION"

All required data must be entered on the MAINTAIN OVERFLIGHT EXEMPTIONS (Add Overflight Exemptions) or the following message displays:

"REQUIRED FIELD IS NOT FILLED"

To enter pilots, crew members and passengers, use PF8 to access the MAINTAIN OVERFLIGHT EXEMPTIONS screen displays and is shown below:

```

14:05 TECS II MAINTAIN OVERFLIGHT EXEMPTIONS 083087 T2PI81
 T2MI81
```

| PERSON | NAME  | DOB   | PILOT | CREW  | PASS  | REMARKS |
|--------|-------|-------|-------|-------|-------|---------|
| _____  | _____ | _____ | _____ | _____ | _____ | _____   |
| _____  | _____ | _____ | _____ | _____ | _____ | _____   |
| _____  | _____ | _____ | _____ | _____ | _____ | _____   |
| _____  | _____ | _____ | _____ | _____ | _____ | _____   |

(PF1=HELP) (PF2=FLD HELP) (PF5=RESTORE) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

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From this screen enter the PERSON NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) and DOB of each person to be included in the overflight exemption. Indicate at least one status of PILOT, CREW, and/or PASS by keying "Y" under each appropriate column or the following messages displays:

"INVALID ENTRY - Y OR BLANK"  
 "REQUIRED FIELD IS NOT FILLED"

Enter REMARKS.

Up to 6 screens of pilots, passengers and crew may be entered.

#### QUERY AN EXISTING EXEMPTION

To query an exemption, select option '3' from the MAINTAIN OVERFLIGHT EXEMPTIONS Menu. The MAINTAIN OVERFLIGHT EXEMPTIONS will be displayed as shown below:

-----  
 14:27 TECS II MAINTAIN OVERFLIGHT EXEMPTIONS 083087 T2MI80  
 T2PI69

USER ID:\_\_\_\_\_ OWNER ID:\_\_\_\_\_

AIRCRAFT TAIL #:\*\_\_\_\_\_ TECS ID#:\*\_\_\_\_\_ EXEM. TYPE:\*\_\_\_\_\_  
 START DATE:\*\_\_\_\_\_ STOP DATE:\*\_\_\_\_\_ REQUEST DATE:\*\_\_\_\_\_  
 ACTION TAKEN ("A"PPROVED/"D"ENIED/"R"EVOKED):\*\_\_\_\_\_  
 USUAL BAGGAGE/CARGO:\*\_\_\_\_\_  
 REQUEST JUSTIFICATION:\*\_\_\_\_\_

AIR PORT LOCATION CODE OF INTENDED FIRST LANDING:\*  
 \_\_\_\_\_  
 \_\_\_\_\_

AIRPORT LOCATION CODE(S) OF USUAL FOREIGN DEPARTURE:\*  
 \_\_\_\_\_  
 \_\_\_\_\_

ENTER PILOTS, CREW MEMBERS , AND PASSENGERS ON NEXT PAGE

PLEASE INPUT TAIL NUMBER  
 QUERY OVERFLIGHT EXEMPTIONS

(PF1=HELP) (PF2=FLD HELP) (PF4=PREV MENU) (PF5=RESTORE)  
 (PF8=NEXT PAGE)

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Perform the query by entering the AIRCRAFT TAIL #. The search is performed. If more than one record is found, the following message displays on line 22:

"NN RECORDS RETRIEVED"  
 "QUERY THIS RECORD? N"  
 (where NN = the number of records retrieved)

If no records are found the following message will be displayed;

"NO RECORDS RETRIEVED"

Use to PF7 and PF8 to view retrieved records. Select which record you want to look at and press PF8.

#### UPDATE AN EXISTING EXEMPTION

To update an existing exemption select option '2' from the MAINTAIN OVERFLIGHT EXEMPTION MENU. This will display the MAINTAIN OVERFLIGHTS EXEMPTIONS screen as shown below:

-----  
 14:18 TECS II MAINTAIN OVERFLIGHT EXEMPTIONS 083087 T2MI80  
 T2PI82

USER ID: \_\_\_\_\_ OWNER ID: \_\_\_\_\_

AIRCRAFT TAIL #:\* \_\_\_\_\_ TECS ID#:\* \_\_\_\_\_ EXEM. TYPE:\* \_\_\_\_\_  
 START DATE:\* \_\_\_\_\_ STOP DATE:\* \_\_\_\_\_ REQUEST DATE:\* \_\_\_\_\_  
 ACTION TAKEN ("A"PPROVED/"D"ENIED/"R"EVOKED):\* \_\_\_\_\_  
 USUAL BAGGAGE/CARGO:\* \_\_\_\_\_  
 REQUEST JUSTIFICATION:\* \_\_\_\_\_

AIR PORT LOCATION CODE OF INTENDED FIRST LANDING:\*

\_\_\_\_\_  
 \_\_\_\_\_

AIRPORT LOCATION CODE(S) OF USUAL FOREIGN DEPARTURE:\*

\_\_\_\_\_  
 \_\_\_\_\_

ENTER PILOTS, CREW MEMBERS , AND PASSENGERS ON NEXT PAGE

PLEASE UNPUT TAIL NUMBER  
 UPDATE OVERFLIGHT EXEMPTIONS

(PF1=HELP) (PF2=FLD HELP) (PF4=PREV MENU) (PF5=RESTORE)  
 (PF8=NEXT PAGE)

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Enter the tail # of the aircraft you wish to update (as indicated by the prompt). If no records are retrieved, the following message will be displayed:

"NO RECORDS FOUND"

If record(s) are found the following message will be displayed:

"NN RECORDS RETRIEVED"  
"UPDATE THIS RECORD? N"

If you respond "Y" to the question, you will be able to update any field except AIRCRAFT TAIL #, TECS ID, STOP DATE, and REQUEST DATE.

## 5 - PERFORM HISTORICAL QUERIES

To perform historical queries, select option 5 from the PRIVATE AIRCRAFT ENFORCEMENT MENU. The PERFORM HISTORICAL QUERIES MENU screen will be displayed as shown below:

-----  
16:47 TECS II PERFORM HISTORICAL QUERIES MENU 111787 T2MI40  
T2PI40

- 1 QUERY AIRCRAFT HISTORY
- 2 QUERY PILOT HISTORY
- 3 QUERY PASSENGER HISTORY
- 4 QUERY COMBINATION HISTORY

PLEASE ENTER NUMBER TO MAKE SELECTION  
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

From this screen you have the option to query aircraft history, query pilot history, query passenger history, or query combination history. From these queries, you may look at arrival details.

### QUERY AIRCRAFT HISTORY

If you select the first option, to query aircraft history, the PERFORM HISTORICAL QUERY BY AIRCRAFT TAIL # screen displays:



-----  
12:32           TECS II PERFORM HIST QUERY           102787   T2PI8401  
                  BY AIRCRAFT TAIL #                           T2MI8401

AIRCRAFT TAIL #:\*                   TECS ID:  
MAKE                                 MODEL:  
COLORS                              TRIM:  
OWNER/LESSEE NAME:  
STREET ADDRESS:                    APT  
CITY:                                ST:     COUNTRY:            ZIP:

DATE   DPTD DSTN               PILOT NAME

ENTER "X" TO VIEW ARRIVAL DETAILS

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

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When the tail number is entered, a search is performed and the results of the search displays on the PERFORM HISTORICAL QUERY BY AIRCRAFT TAIL # screen. If more than one page of data is found, (MORE) is found on line 23.

If an invalid tail number is entered, the following message is displayed:

"INVALID TAIL NUMBER"

If an "X" is entered next to an arrival, then the arrival results are displayed. Press PF8 to view all the details of the particular arrival.

To query pilot history select option 2 from the PERFORM HISTORICAL QUERIES MENU. This will display the PILOT QUERY screen as shown below:

PILOT LAST NAME: \*

|              |        |
|--------------|--------|
| FIRST NAME:* | MIDDLE |
|--------------|--------|

After entering the required data, if matches are found, the PILOT QUERY SELECTION LIST screen will be displayed as shown below. If more than one page of data is found, (MORE) is displayed: You may view the detailed pilot record by entering the selection list number for the corresponding item.

POSSIBLE MATCHES ON: MANGUS , PAUL

| #  | <u>LOOKOUT</u> | <u>PILOT</u> | <u>NAME</u> | <u>DOB</u> |
|----|----------------|--------------|-------------|------------|
| 01 |                | MANGUS       | , PAUL      | 083161     |
| 02 |                | MANGUS       | , PAUL      | F 082261   |
| 03 |                | MANGUS       | , PAUL      | W 010748   |

PLEASE ENTER SELECTION LIST NUMBER TO VIEW PILOT OF ENTER 'N' IF  
NO MATCH ON SELECTION LIST:

```
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)
(PF8=NEXT PAGE)
```

/V/V/V/V/V/V/V/V/V/V/V/V/V/V/V/V/V/V/V/V/V/V

After you select a PILOT, his arrivals will be displayed with an opportunity to view the details for any of his arrivals by placing an "X" next to the arrival. Then press PF8 to view all the details of the particular arrival.

#### QUERY PASSENGER HISTORY

To query passenger history, select option '3' from the Perform Historical Queries Menu. The PERSON SUBJECT QUERY screen will be displayed as shown below:

```

15:32 TECS II - PERSON SUBJECT QUERY 091487 T2MR11
 T2PR11
```

ENTER TECS RECORD ID: \_\_\_\_\_

OR SELECT RECORDS TO BE SEARCHED

TECS RECORDS- ALL: \_ ONLY SUSPECTS:

OWN BY- ALL: \_ ONLY AGENCY-OWNED: \_ ONLY SUB-AGENCY: \_

FINANCIAL DATABASE RECORDS- ALL: \_ CTR: \_ FBA: \_ CMIR: \_

NLETS MOTOR VEHICLE REGISTRATION- ENTER STATE CODE(S): \_\_\_\_\_

AND ENTER AT LEAST ONE SEARCH PARAMETER

NAME-LAST: \_\_\_\_\_

FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ X FOR SOUNDEX: \_\_\_\_\_

D.O.B (SINGLE DATE OR RANGE) \_\_\_\_\_ SEX: \_ (ONLY FOR NLETS)

SSN: \_\_\_\_\_ PASSPORT-NUMBER: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

DRIVERS LICENSE - NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

ALIEN REGISTR #: \_\_\_\_\_ BORDER CROSSING CARD: \_\_\_\_\_

PILOTS LICENSE-NUMBER: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MISCELLANEOUS NUMBER: \_\_\_\_\_

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
/\
```

Enter the data as indicated and press the Enter key. If records are available, the SUBJECT QUERY RESULTS (HIT LIST) screen will be displayed as shown below. By placing a 'V' in front of the item you wish to view, and pressing the Enter key, the PERSON SUBJECT DISPLAY screen (1 of 5) will be presented. By pressing the PF24 key the passenger history will be displayed on the PERFORM HISTORICAL QUERY BY PASSENGER NAME screen.

2 RECORDS WERE RETRIEVED

PLACE A "V" IN FRONT OF THE RECORD YOU WANT TO SEE AND PRESS  
ENTER

[illegible]

FIRST: JOHN OTHER - 1: A  
2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_  
X FOR ALIASES: \_\_\_\_\_

MONICKERS: \_\_\_\_\_  
 DOB: 062941 \_\_\_\_\_ RACE: \_\_\_\_\_ SEX: \_\_\_\_\_ MAR STATUS: \_\_\_\_\_  
 EYES: \_\_\_\_\_ HAIR: \_\_\_\_\_ HT: 000 \_\_\_\_\_ WT: 000 \_\_\_\_\_  
 SSN: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_  
 PPN: \_\_\_\_\_ COUNTRY: \_\_\_\_\_ TYPE: \_\_\_\_\_ ISSUED: 000000 EXPIRES: 000000 MORE: \_\_\_\_\_  
 STATUS: NP NON-SUSPECT, PAIRS \_\_\_\_\_ DATE: \_\_\_\_\_  
 OWNER- AGENCY: C90 TEST \_\_\_\_\_ NOT ON UPR-FILE \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_ PRIMARY?: C NOT ON PRIMARY, NOT MANDATORY \_\_\_\_\_

(PF1=HELP) (PF3=MAIN MENU) (PF4=QUERY RESULTS) (PF8=NEXT PAGE)  
(PF13=NEXT SUB-RECORD) (PF14=LINK LIST) (PF16=PRINT RECORD)

-----  
08:59 TECS II - PERSON QUERY BY PASSENGER NAME 121487 T2MI8601  
T2PI8601

PASSENGER NAME:BOUVIER\_\_\_\_\_,JOHN\_\_\_\_A TECS ID:P7501625000C90  
DOB:062941 NATIONALITY:\_\_\_\_\_  
LICENSE NUMBER:\_\_\_\_ LICENSE COUNTRY:\_\_\_\_\_  
STREET ADDRESS:\_\_\_\_ APT\_\_\_\_\_  
CITY:\_\_\_\_ ST:\_\_\_\_ COUNTRY:\_\_\_\_ ZIP:\_\_\_\_\_

DATE DPTD DSTN TAIL #  
121287 MMEX KCXL N310KM  
101287 MYAT KFXE N310KM

ENTER "X" TO VIEW ARRIVAL DETAILS

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

Enter an 'X' in front of the item you wish to select and press  
the Enter key. This will display the REPORT OF PRIVATE AIRCRAFT  
ARRIVAL screen as shown below:

-----  
08:59 TECS II REPORT OF PRIVATE AIRCRAFT ARRIVAL 121487 T2MI8801  
T2PI8801

AIRCRAFT TAIL #:N310KM REPORT ID:75NKFEXE00026  
US AIRPORT OF ARRIV:KFXE US ARRIV TIME:1350 US ARRIV DATE:101286  
AIRPORT OF DEPARTURE:MYAT DEPARTURE TIME:1250 DEPARTURE DT:101286  
LAST FOREIGN CITY:\_\_\_\_ LAST FOREIGN COUNTRY:\_\_\_\_  
FOREIGN ITINERARY:MYAT  
US AIRPORT OF DEPARTURE:\_\_\_\_ DEPARTURE STATE:\_\_\_\_  
US AIRPORT CODE:KFXE US DEPART TIME:0900 US DEPART DATE:101186

MAKE:CESSNA\_\_\_\_ MODEL:\_\_\_\_\_  
COLORS:WHI BLU\_\_\_\_ WHI BLU\_\_\_\_ TRIM:WHI BLU\_\_\_\_  
OWNER/LESSEE NAME:MCLAUGHLIN KENNETH\_\_\_\_\_  
STREET ADDRESS:2764 NE 17 ST\_\_\_\_ APT\_\_\_\_\_  
CITY:FORT LAUDERDALE\_\_\_\_ ST:FL\_\_\_\_ COUNTRY:US ZIP:00000

INSPECTOR ID:\_\_\_\_ AIRCRAFT REGISTRATION CERT. VERIFIED:\_\_\_\_

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

# USER'S MANUAL

09:00 TECS II REPORT OF PRIVATE AIRCRAFT ARRIVAL 121487 T2MI8901  
T2PI8901

INSPECTOR ID: \* \_\_\_\_\_ PILOT LICENSE CERTIFICATE VERIFIED: \* \_\_\_\_\_  
PILOT MEDICAL CERTIFICATE VERIFIED: \* \_\_\_\_\_

NUMBER OF PASSENGERS/CREW ON BOARD:\*03

09:00 TECS II REPORT OF PRIVATE AIRCRAFT ARRIVAL 121487 T2MI90  
T2PI90

| #  | LOOKOUT    | PASSENGER NAME | NTNL | DOB       | REPORT ID: 75NKFxE00026 |
|----|------------|----------------|------|-----------|-------------------------|
| 01 | MCLAUGHLIN | LILLIA         | A    | US 080334 |                         |
| 02 | BOUVIER    | JOHN           | A    | US 062941 |                         |
| 03 | BOUVIER    | KARIN          | S    | US 030751 |                         |

[illegible]

## QUERY COMBINATION HISTORY

When you select option 4 from the PERFORM HISTORICAL QUERIES MENU the PERFORM COMBINATION HISTORICAL QUERY screen is displayed:

-----  
07:55 TECS II PERFORM COMBINATION HIST. QUERY 091087 T2MI8701  
T2PI8701

AIRCRAFT TECS ID: \_\_\_\_\_  
PILOT TECS ID: \_\_\_\_\_  
PASSENGER TECS ID: \_\_\_\_\_

| <u>DATE</u> | <u>DPTD</u> | <u>DSTN</u> | <u>TAIL #</u> | <u>PILOT NAME</u> |
|-------------|-------------|-------------|---------------|-------------------|
|-------------|-------------|-------------|---------------|-------------------|

ENTER "X" TO VIEW ARRIVAL DETAILS

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

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At least two valid TECS IDs are required, otherwise the following messages will be displayed:

"INVALID TECS ID NUMBER"  
"AT LEAST TWO TECS IDS ARE REQUIRED"

When at least two valid TECS IDs are entered a search is performed for all arrival reports which included all of the specified subjects. The results of the query display on the PERFORM COMBINATION HISTORICAL QUERY screen. If more than one page of data is found, (MORE) displays on line 23.

If an "X" is entered next to an arrival, then the arrival results are displayed.

To perform research queries, select option '6' from the PRIVATE AIRCRAFT ENFORCEMENT SYSTEM MENU. The PRIVATE AIRCRAFT ENFORCEMENT RESEARCH MENU will be displayed as shown below:

```

1 QUERY AIRCRAFT SUBJECT
2 QUERY PERSON SUBJECT
3 QUERY BUSINESS SUBJECT
4 UPDATE AIRCRAFT SUBJECT
5 UPDATE PERSON SUBJECT RECORD
6 UPDATE BUSINESS SUBJECT RECORD
7 QUERY FAA REGISTRATION FILE
8 QUERY FAA AIRMEN DIRECTORY

```

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

[illegible]

7 - PRINT ARRIVAL RESULTS - CF178

IO - 150



If an additional copy of the CF178 report needs to be printed, select "Print Arrival Results CF178" from the PRIVATE AIRCRAFT ENFORCEMENT SYSTEM MENU. The PRINT REPORT OF ARRIVAL - CF178 is displayed:

```

15:05 TECS II PRINT REPORT OF ARRIVAL - CF 178 091087 T2MI9201
 T2PI9201
```

PLEASE ENTER REPORT ID OF CF178 TO PRINT: \* \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
 (PF5=RESTORE)  
 /\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

Enter REPORT ID of the CF-178 to print. The Report-ID can be obtained through the Historical Queries transactions. The report ID must correspond to an existing CF-178, or the following message is displayed:

"INVALID REPORT ID"

Given that a valid report ID has been entered, the report will be printed.

## 8 - PROCESS INACTIVE FLIGHT PLANS

To process inactive arrivals, select option '8' from the PRIVATE AIRCRAFT ENFORCEMENT SYSTEM MENU. The PROCESS INACTIVE FLIGHT PLANS will be displayed as shown below:

```

15:11 TECS II PROCESS INACTIVE FLIGHT PLANS 091087 T2MI8301
 T2PI8301
```

TAIL # SCR LOOKOUT TYPE DPTD DPTM DSTN ETA DATE REASON FOR INACT.

NO INACTIVE FLIGHT PLANS TO DISPLAY  
 (PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
 (PF8=NEXT PAGE)  
 /\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

All inactive arrivals are sorted by destination, date and ETA. For each inactive arrival, the tail number, the source of the flight plan, the LOOKOUT status of the aircraft at the time the flight plan was received, the aircraft type code, the departure and destination locations, the ETA, and the destination date are displayed.

To process an inactive arrival, Enter REASON FOR INACTIVE.

If there is more than one page of inactive arrivals, each page of inactive arrivals is processed when PF8 is pressed. If you press the ENTER key, the records are processed and you return to the PRIVATE AIRCRAFT ENFORCEMENT SYSTEM MENU.

INSERT INDEX IX (MANAGEMENT INFORMATION)



TECS II

USER'S MANUAL

MI - MANAGEMENT INFORMATION

THIS SECTION WILL BE DELIVERED WITHIN THE MARCH 1988 TIMEFRAME



INSERT INDEX X (SUBJECT RECORD MAINTENANCE)





## MS - SUBJECT RECORD MAINTENANCE

## OVERVIEW

The Subject Record Maintenance portion of the TECS II system is used to create and/or modify subject records. For non-Customs users, Subject Record Maintenance is available directly from the MAIN MENU. Customs users may also access Subject Record Maintenance from the Main Menu for expedient entry of "lookouts", however, Customs users may more frequently create and/or modify (maintain) Subject Records as part of the entry process associated with source documents (e.g. ROI, MOIR, S/A/S, etc.). Customs Users accessing Subject Records as part of source document creation will also have the ability to link their subject records to the source document, and to each other. This linkage process is available only to those users accessing subject record maintenance through source document creation. Access from the MAIN MENU does not allow linkages.

The actual creation/modification process for Subject Records is the same regardless of the method of access. A brief description of accessing Subject Record Maintenance through source documents will be presented just prior to accessing Subject Record Maintenance from the MAIN MENU.

Before covering the specific instructions for creating or modifying subject records, the following discussion of "subject record" and "sub-record" ownership will help to explain the purpose of the process.

In general, the entire process of listing, querying, and selecting subjects from the QUERY MATCH screen is designed to prevent the entry of duplicate subject records for the same subject. Instead, if you find an existing subject that matches a subject, simply add information to the existing record rather than create a new one. Adding information to subjects is controlled through the use of "sub-records" that are owned by agencies and "sub-agencies" within those agencies.

Subject records in TECS II are owned by agencies or offices within an agency called "sub-agencies". Within Customs, each District and Enforcement branch is considered to be a sub-agency. Other agencies may have fewer sub-agencies, or only one sub-agency. Each agency/sub-agency is identified within the system by a 3 character code. For example: the Laredo I & C District is identified by the 3 character code "C23"; the Jacksonville Enforcement Office is "CJX"; and INS headquarters is "B01". These codes will appear as the last 3 characters of the TECS Record ID. If more than one agency/sub-agency has information on the same subject, each agency/sub-agency will own a "sub-record" for that subject.

Sub-records are identified by the TECS Record ID; all sub-records on a given subject have the same first 11 characters of the TECS Record ID, but each will have their own agency/sub-agency code as the last 3 characters. For example, assume that the Laredo District entered a record on the subject "John Doe" for which a TECS Record ID of "P8700012300C23" was created. If the Jacksonville Enforcement Office and the INS also entered records on this subject, there would be a total of 3 sub-records on "John Doe":

|                |                |
|----------------|----------------|
| P8700012300C23 | (Laredo)       |
| P8700012300CJX | (Jacksonville) |
| P8700012300B01 | (INS)          |

Each sub-record is owned independently of the other sub-records on that subject. You can create, modify, delete, or link other records to their sub-records without affecting the sub-records. When the subject is queried, other users will "hit" on one subject, but will be able to see that multiple agencies/sub-agencies have information on the subject by viewing the sub-records.

The use of the sub-records to prevent the creation of duplicate subject records is dependent on you, the user. As described in the following sections, you will perform a query as part of the entry/modification process for each of your subjects. You should enter complete and accurate information for those queries.

The results of the queries will appear on a QUERY MATCHES screen as "possible" matches. You must determine if one of the possible matches from the database is, in fact, the same subject as yours. It is very important for you to make the best possible effort in making this determination.

The remainder of this section describes the processes required to create (add) and/or modify Subject Records. Sample screens are provided within the text where possible, however, due to the number of screens associated with each individual subject type, sample input screens for each type are presented immediately following the textual portion of this section.

If you are a Customs user entering or modifying a source document, you will access the subject record linking (maintenance) process by pressing the PF13 key from the appropriate screen within the source document (reference the IL Intelligence Analysis section of this manual).

Customs or non-Customs users performing Subject Record maintenance from the MAIN MENU will select the MS, SUBJECT RECORD MAINTENANCE, option as shown below:

```

00:00 TECS II MAIN SYSTEM MENU 120287 T2MU0201
 T2PS020
```

| CODE | DESCRIPTION           |
|------|-----------------------|
| MS   | SUBJECT RECORD MAINT. |

```
CODE: * MS KEYID: _____
PRESS PF10 TO CHECK FOR UNVIEWED EMAIL MESSAGES
```

PRESS PF2 TO VIEW DAILY NEWS

```
(PF1=HELP) (PF10=EMAIL)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

Upon selection of the MS option, the system will display the SUBSYSTEM MENU FOR SUBJECT RECORD MAINTENANCE as shown below:

```

12:07 TECS II SUBSYSTEM FOR SUBJECT RECORD MAINT.112187 T2MU0402
 T2PS0408
```

| ACCESS CODE | DESCRIPTION              | ACCESS CODE | DESCRIPTION |
|-------------|--------------------------|-------------|-------------|
| MS92        | SUBJ. RECORD MAINTENANCE |             |             |

```
CODE:* _____ KEYID: _____
```

(PF3=MAIN MENU) (PF4=PREV MENU)

END OF SUB-SYSTEM MENU

```
\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

Although only one option is available on this menu, you must enter the MS92 code into the CODE field and press ENTER in order to proceed.

## MS92 SUBJ. RECORD MAINTENANCE

Key the MS92-Subj. Record Maintenance option into the CODE field, and press ENTER. This will cause the LIST SUBJECTS screen to display as shown below:

```

12:08 TECS II - LIST SUBJECTS 112187 T2ML10
 T2PL10

 SUBJECT DESCRIPTION SUBJECT TECS RECORD ID
 TYPE (IF KNOWN)
1) _____ _____ _____
2) _____ _____ _____
3) _____ _____ _____
4) _____ _____ _____
```

X FOR MORE:

FOR EACH SUBJECT TO LINK ENTER A DESC AND TYPE OR TECS RECORD ID

(PF1=HELP) (PF2=FLD HELP)

(PF7=PREV SCREEN) (PF8=NEXT SCREEN) (PF14=RETURN TO SOURCE)

~~~~~

The LIST SUBJECTS screen allows for the input of a subject description and type, or a TECS Record ID for up to fifteen subjects. If more than 15 subjects are required, the screen allows you to mark an X in the specified field to produce another screen for up to 15 more subject inputs. This option is available for unlimited blank screens.

You must enter all of the subjects that you will add, modify, or identify for linking to a source document. If you have accessed this screen from a source document that you are modifying, it will not list any subjects already linked to the source document. You need to list them on this screen to include them in the current process.

Each subject listed on this screen will display on query screens, one at a time, for you to determine if the subject is already in the system. Based on the results of the query you will then either update an existing subject or enter a new one. The query process is discussed in the next portion.

If you input a SUBJECT DESCRIPTION, the SUBJECT TYPE field or the TECS RECORD ID becomes mandatory. The subject description field is in free text form and is 40 characters in length.

There are five, one character, SUBJECT Types that are valid for entry into the SUBJECT TYPE field:

P = Person  
V = Vehicle  
A = Aircraft

B = Vessel  
X = Organizations

If you input a TECS Record ID the system will search for that record-ID only. If the TECS Record-id is known, it should be entered since it provides the fastest and most precise search of the database.

After all subjects have been entered onto the screen(s), you will depress either the ENTER key or the PF8 key.

If the ENTER key is pressed, the system will prompt you with:

"PRESS PF8 TO BEGIN QUERY PROCESS"

After depression of the PF8 or ENTER key, the system will display error messages for any of the following conditions if they exist:

- Subject Description is input without a subject type
- An invalid subject type was entered
- TECS Record-ID is input incorrectly.

You must correct any existing errors, and re-press the PF8 key to begin the query process.

#### QUERY PROCESS

Upon successful completion of the LIST SUBJECTS screen, and depression of the PF8 key, the system will display the SUBJECT QUERY screen associated with the first Subject Type listed, provided the first subject listed was entered with the description and subject type.

For example, if the first subject description and type listed on the LIST SUBJECTS screen was the name of an individual and the Subject Type was "P", the first screen to appear would be the Person Subject Query screen as shown below:



If no matches were found, the system prompts you with:

"NO MATCHES ON ENTERED DATA PRESS PF12 TO ADD RECORD"

If possible matches were found, the system will display the SUBJECT QUERY MATCHES screen. The following is an example of a SUBJECT QUERY MATCHES screen for Person Subject types.

```

12:09 TECS II - SUBJECT QUERY MATCHES 112187 T2ML12
 T2PL12

 3 RECORDS WERE RETRIEVED
SEL SUBJECT DESCRIPTION TECS RECORD ID
- DOE JANE W F 010129 P8736065500K01
- DOE JOHN W M 022533 V8736065500K01
- DOE JAKE W M 112345 P8736065500K01
```

\_ NO MATCH, ENTER NEW SUBJECT

X=SELECT A SUBJECT V=VIEW A SUBJECT PRESS <ENTER>

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV SCREEN) (PF8=NEXT SCREEN)  
(PF10=LINKAGE SCREEN) (PF11=NEXT SUBJECT)

If the type was a P(erson), the SUBJECT QUERY MATCHES screen will contain as much of the following information as available:

Last name  
First name  
Middle initial  
Race  
Sex  
Date of Birth  
TECS Record-Id

If the type was a V(ehicle), the SUBJECT QUERY MATCHES screen will contain as much of the following information as available:

License Plate  
State  
Country  
VIN  
Year  
Make  
Model

If the type was an A(ircraft), the SUBJECT QUERY MATCHES screen will contain as much of the following information as available:  
Registration Number

Manufacturer  
Model/Series  
Number of Engines

If the type was a B(vessels), the SUBJECT QUERY MATCHES screen will contain as much of the following information as available:

Name  
ID number  
Length  
Make

\*NOTE: ID number will be one of four: a) Hull number; b) State Registration number; c) Private Coast Guard number; or d) Lloyds Registration number for commercial vessels.

If the type was an X(organization), the SUBJECT QUERY MATCHES screen will contain as much of the following information as available:

Organization name  
IRS number  
Dunn & Bradstreet number

If more possible matches were found than could be displayed on one screen, the system will prompt you with the message:

"MORE SUBJECTS ARE AVAILABLE".

If this prompt appears, you may view the additional possible matches by pressing the PF8 key for the next screen.

The purpose of the QUERY MATCHES screen is to display those subjects in the database that may be the same as the subject specified by you on the QUERY screen. You have four options on the QUERY MATCHES screen.

1) You can view the subjects, one at a time, by entering a "V" next to the desired subject and pressing the ENTER key. This will display the full subject record on the subject entry screen (these screens will be discussed later in this section). The record is displayed in a "view only" mode, you cannot enter any data. You may page through the displayed record using the PF7 and PF8 keys. To return to the QUERY MATCHES screen, press PF12. You may select as many subjects as you wish for viewing, but only one at a time.

2) If you determine that one of the listed subjects is the one you want, place an "X" next to this subject and press the ENTER key. You will then proceed to the Subject entry process to add or modify data for this subject. Once an "X" is entered, you cannot return to the QUERY MATCHES screen.

3) If you determine that none of the listed subjects is the one you want, TAB to the field marked " \_ NO MATCH, ENTER NEW



SUBJECT", place an "X" in the field and press the ENTER key. This will take you to the Subject entry process to enter a new subject.

4) To skip this subject, you may press the PF11 key which will take you to the QUERY screen for the next subject from your initial list (or back to the source document/MAIN MENU if there are no more subjects).

Once you have placed an "X" next to a subject from the QUERY MATCHES screen, or indicated "NO MATCH", you will proceed to the subject entry/modification process. Depending upon your selection, the following will occur:

1) No Match Indicated - If you selected this option from the QUERY MATCHES screen, you will be given a blank Subject Entry screen for creating a new subject record. Subject entry will be discussed later in this section.

2) Match Selected - If you selected a subject from the QUERY MATCHES screen, there are two possibilities depending on whether your agency/sub-agency owns the selected record or a sub-record.

- a) If your agency/sub-agency owns the selected record (or sub-record) it will be displayed on the appropriate subject entry screen. If your sub-record is different from the sub-record shown on the QUERY MATCHES screen, you will get a message saying: "YOUR AGENCY RECORD SUBSTITUTED FOR THE SELECTED ONE".

If you are the individual owner of this record, the owner's supervisor, or the owner's SCO, you can modify or add data to the record. If you are not one of the individuals listed above, you can not add or modify any data. However, you will be able to link this record at the end of the process, provided you entered Subject Record Maintenance (Linking) through a source document.

- b) If your agency/sub-agency does not own a sub-record for the selected subject, you will create a new sub-record for your agency/sub-agency. When the subject entry screen is displayed, the following message will appear:

"THERE IS NO SUB-RECORD FOR YOUR AGENCY  
PRESS PF13 TO VIEW SUB-RECORDS"

If you press PF13, the first sub-record will be displayed on the entry screen. Pressing PF13 again will display the next sub-record, and so on. When the last sub-record has been displayed, you will receive a message saying:

"NO MORE SUB-RECORDS ARE AVAILABLE, PF13 FOR FIRST SUB-RECORD, PF14 TO CREATE YOUR OWN"

If you press PF14 at this point, you will be given a blank screen in which to enter your data. The TECS Record ID will be displayed at the top with your agency/sub-agency code.

If you wish to use data from one of the other sub-records, instead of starting from a blank screen, this option is available to you when you are viewing each sub-record. When you press PF13, a sub-record will display in the "view only" mode with the following message:

"PF13 FOR NEXT SUB-RECORD, PF14 TO USE THIS ONE"

Pressing PF14 will "copy" the data from the displayed sub-record and the screen will be re-displayed in the "enter" mode. You may then change this data, add to it, or simply leave it as is. You may only use data from one sub-record with this process. Also, this process will only copy initial occurrences of data, multiple occurring fields and aliases will not be copied.

#### FILLING-IN THE SUBJECT ENTRY SCREENS

If there were no matches, or if you selected to create your own record, you will be required to complete formatted screens to create your subject record. Each subject type has its own specific set of data entry screens. You will be required to complete as much information on each displayed screen as you have available on that particular subject. The different subject types are discussed below, and are followed by sample input screens, along with associated screens for multiple occurring fields. (Multiple occurring fields will be discussed later in this section.)

If the type was a P(erson) Subject Type, the first of five input screens to add a new person subject record will display.

If the type was a V(ehicle) Subject Type, the first of two Vehicle Subject Entry screens will display.

If the type was an A(aircraft) Subject Type, the first of three Aircraft Subject Entry screens will display.

If the type was a B(vessels) Subject Type, the first of three Vessel Subject Entry screens will display.

If the type was an X(organization) Subject Type, the first of three Organization Subject Entry screens will appear.

#### MULTIPLE OCCURRING FIELDS

Most of the screens associated with each subject type contain multiple occurring fields. These are fields where more than one set of information may be applicable. For example, on a Person Subject, the person may have aliases, and each alias may have a different address, place of birth, etc. This additional information is captured in the system through the use of multiple occurring fields. These fields are distinguished on each applicable screen by the statement, "X FOR MORE...", which immediately follows the initial input field.

If additional information is available and multiple occurring fields are required, you will place an "X" next to the statement of "X FOR MORE", for each multiple occurring field required. Upon completion of the remaining portion of the screen, and depression of the ENTER key, the first multiple occurring field that you marked will display, ready to accept input.

Each multiple occurring field screen will also provide the option to request additional screens for the same field. If you choose to request an additional screen, a duplicate screen will display ready to accept the additional input. If only one or two fields of the multiple occurring field screen were required, you will complete them and press the PF8 key to proceed.

Upon depression of the PF8 key, the next screen for multiple occurring fields that was marked will display. If no more multiple occurring fields were marked, the second input screen for the applicable subject type will display.

The second input screen for each subject type will contain the same input fields. Only the headings will change. A brief discussion of this screen is presented here because the input required for this screen is more system specific rather than subject specific. Screen two appears as follows:

MS - 12

| CODE | STATUS CODE DESCRIPTION                           |
|------|---------------------------------------------------|
| CC   | Non-Suspect, Closed Case                          |
| DO   | Non-Suspect, Owner of Diplomatic License Plates   |
| DP   | Non-Suspect, Diplomatic License Plates from Stat  |
| FA   | Non-Suspect, Private Aircraft from FAA Reg. Tape  |
| FO   | Non-Suspect, Owner of Private Aircraft from FAA   |
| FP   | Non-Suspect, Pilot from FAA Tape                  |
| IR   | IRS Internal Use Data                             |
| NA   | Non-Violator, Associate                           |
| NO   | Non-Suspect, Other                                |
| NP   | Non-Suspect, Private Aircraft Inspection          |
| NS   | Non-Suspect, Background or License Investigation  |
| NV   | Non-Suspect, Vessel Enforcement System (VES)      |
| SA   | INS Lookout, Alien, From NAILS Interface          |
| SB   | TIB Violator                                      |
| SC   | Subject of Current Investigation                  |
| SD   | Foreign Delinquent Taxpayer                       |
| SE   | NCIC Felony Vehicle                               |
| SF   | Fugitive                                          |
| SG   | Previous Violator, General                        |
| SI   | Previous Suspect, Closed Case                     |
| SK   | Known Terrorist                                   |
| SL   | NCIC Stolen License Plates                        |
| SM   | Minor Violator From S/A/S (CF151)                 |
| SN   | Previous Narcotics Violator, DEA.NADDIS Interface |
| SO   | Suspect, Other                                    |
| SP   | Stolen Passport                                   |
| SR   | Non-Canadian Violators and Suspects from RCMP/CA  |
| SS   | NCIC, Stolen Vehicle                              |
| ST   | Suspected Terrorist                               |
| SU   | INS Lookout, US Citizen, From NAILS Interface     |
| SV   | Serious Violator from S/A/S (CF151)               |
| SW   | NCIC Wanted Person                                |
| SX   | Associate of Terrorist                            |

REMARKS            The remarks field is used to enter the "verbal" reason for entering the subject into the system. This is done in free text form.

PRIMARY ACCESS    This field is used to enter the code which will determine whether or not this subject will appear on a primary terminal at airports and/or landborders upon a query request. There are four valid codes that can be entered into this field, A, B, C, or D.

A = On Primary Mandatory  
B = On Primary, Not Mandatory  
C = Not on Primary, Not Mandatory  
D = Not on Primary, Mandatory

If a code A or B is input, the Primary Action and Primary Instructions fields become mandatory fields, and must be completed. It should also be noted that options A and D will take priority over options B and C. The entire Primary Access Process is discussed in more detail later in this section.

**QUERY NOTIFICATION** This field is used to indicate whether or not you, the owner of this record, are to be notified when a query is made to this record, either from a primary terminal (if on primary) or from a secondary terminal.

Query Notification valid codes and their functions are:

0 = No Query Notification  
1 = Query Notification to Owner via eMAIL  
2 = Query Notification to owner AND to a 24 hour back-up (sector for Customs) via eMAIL

Be aware that query notification only occurs if you select the owner's record from a hit list for viewing; this assumes that you are authorized to view the owner's record. However, if the owner has restricted a record and it is "hit" by a user who is restricted from seeing it, the record will not display on the HIT LIST. In these situations, the query notification will be sent (if the owner entered a code of 1 or 2) when the record is hit. For common names, this may result in a large volume of query notification messages. Therefore, record owners should use discretion in requesting query notification for restricted records.

#### A. Use of the Primary Access Codes

The "PRIMARY ACCESS" field on screen 2 is used to specify whether a subject record will be queriable at an airport or landborder terminal. The codes "A" or "B" will place a record on primary; "C" or "D" will indicate that a record is not on primary. These codes may be changed at any time to place the record on primary or remove it. PRIMARY ACCESS is used only for vehicles or persons.

The codes "A" and "D" only come into play for records with multiple sub-records. When a user enters the PRIMARY ACCESS code, he is specifying whether or not his sub-record will be queriable from primary. A subject with multiple sub-records may have some on primary and some not.

However, the "D" code is an exception. Using this code indicates that the owner of that sub-record wants all of the sub-records unaccessible from primary terminals. If there are existing sub-records with a PRIMARY ACCESS code of "B" (Primary), a new sub-record entered with a "D" will cause that record to come off primary. Also, any new sub-record added to an existing subject with a "D" access level sub-record cannot go on primary. The purpose of the "D" code is to prevent suspects of a sensitive investigation from being alerted by a primary "hit".

The use of the "D" code does not always have priority. If a "D" sub-record is added to a subject with an existing "A" sub-record, the "A" sub-record will remain on primary. As a rule, "A" and "D" records take priority over "B" and "C" records. In a conflict between "A" and "D" records, the record entered first takes priority. Note that "C" and "D" sub-records are never accessible from primary. It should also be noted that changing PRIMARY ACCESS codes will follow these same rules.

There are two important exceptions to the general rule of the "ENTERED FIRST" priority for "A" and "D" conflicts:

- 1) "A" records from NCIC or INS will always be accessible from primary, even if a "D" record already exists.
- 2) "Silent hit" records are always accessible from primary (although they don't register as a hit with primary inspectors).

In general, you should use the "B" (primary) or "C" (not primary) codes. The "A" and "D" codes should only be used in special situations warranted by sensitive investigations (D) or known violators (A). It should also be noted that restricted records (access control code other than "1") cannot be placed on primary, unless the PRIMARY ACTION code is "7" (silent hit).

#### B. Armed and Dangerous

By executive management policy, all "Armed and Dangerous" subjects (A/D) must be placed on primary. In TECS II, this policy is enforced by requiring the "A" PRIMARY ACCESS code when "Y" is entered for the Armed and Dangerous field on the first screen. The "A" code cannot be changed unless the "Y" is changed to a "N".

C. Other Primary Fields

If "A" or "B" is entered as the PRIMARY ACCESS code, the fields for PRIMARY ACTION and PRIMARY SPECIAL INSTRUCTIONS become mandatory. The field for LOOKOUT LEVEL is not mandatory, but it should also be considered. These fields should be completed as follows:

PRIMARY ACTION - This field indicates what actions should be taken with the subject if it "hits" at primary. The available codes are:

- 1 "Armed and Dangerous". This code will be entered automatically (and may not be changed) if "Y" was entered in the A/D field on the first screen. If A/D was "N", this code may not be used.
- 2 "Escort to Secondary". This code instructs the primary inspector to take special care in ensuring that the subject is taken to secondary.
- 3 "Prior Port Runner". This code should be used if the subject is known to have evaded Customs previously.
- 4 "Refer to INS Secondary". This code should be used for excludable aliens or other subjects that should be handled by INS rather than Customs.
- 5 "Refer to Customs Secondary". This is the standard code for subjects who are suspected of violating Customs laws or the laws enforced by Customs.
- 6 "Do Not Refer - See Remarks". Use this code for subjects that should not be referred to secondary. The PRIMARY SPECIAL INSTRUCTIONS field should include specific instructions for the primary inspector.
- 7 "Silent Hit". If this code is used, the subject will be queriable, but the primary inspector will not be alerted to any hits on these records. PRIMARY ACCESS codes "A" or "B" must be used to use Silent Hit, or any other of the PRIMARY ACTION codes. If the subject has been restricted with an access control level of 2, 3, or 4, and placed on primary, the "7 - Silent Hit" ACTION is required. (NOTE: Using this code does not automatically provide hit notification. A "1" or "2" must be entered in the QUERY NOTIFICATION field for this.)



LOOKOUT LEVEL - The valid codes for this field are 1, 2, 3, or blank. They are used as an indicator to the inspector of the relative priority of records on primary. The codes indicate:

- 1 Take an enforcement action. This should be used for known fugitives or subjects known to be engaged in an illegal activity while entering the inspection point.
- 2 Strong suspicion of illegal activity. This code should be used for subjects when there is sufficient evidence of an illegal activity.
- 3 Suspected of illegal activity. Use this code if the subject is suspected of illegal activity, but there is insufficient evidence to warrant the use of code 2.

Blank Enter no code if you are unable to specify a priority. The subject will still remain on primary, but no LOOKOUT LEVEL will be assigned.

Although the PRIMARY ACCESS code (A,B,C,D) is not used for Aircraft, Vessels, or Businesses, the LOOKOUT LEVEL code may be used. This code will be used by inspectors engaged in Private Aircraft and Vessel inspections to determine the priority and type of action to be taken with these types of subjects.

Note - LOOKOUT LEVEL "1" also has a special significance for Aircraft. If an aircraft has this code, any state or local user querying that Registration (tail) Number through NLETS will be alerted that the Aircraft is on lookout in TECS. If you do not wish for your aircraft subject to be available to State/Local users, do not use LOOKOUT LEVEL "1".

PRIMARY SPECIAL INSTRUCTIONS - This is a text field which will display to inspectors if your record is hit at primary. Enter in this field any special instructions for the inspector to use in dealing with the subject.

#### COMPLETING THE SUBJECT ENTRY PROCESS

Upon completion of viewing and/or creating/modifying the screens associated with the first subject type listed, you will press the PF11, NEXT SUBJECT, key and the system will display the Subject Query screen associated with the next subject that was listed on the List Subjects screen. This process will continue until all subjects that were listed on the List Subjects screen have been retrieved/reviewed.

If you are a Non-Customs user, and you have viewed, created, or modified all the subjects you listed on the List Subjects screen, the final depression of the PF11 key will return you to the MAIN MENU where you may select another transaction code or sign-off

## LINKING SUBJECTS TO THE SOURCE DOCUMENT

|       |                                     |        |                  |
|-------|-------------------------------------|--------|------------------|
| 14:22 | TECS II - SOURCE TO SUBJECT LINKING | 120287 | T2ML90<br>T2PL90 |
|-------|-------------------------------------|--------|------------------|

TYPE -D- TO DELETE A SUBJECT FROM BEING LINKED  
LAST PAGE - PRESS <PF8> TO CONFIRM IF COMPLETE  
(PF1=HELP) (PF2=FLD HELP) (PF7=PREV SCREEN) (PF8=NEXT SCREEN)  
^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^/^

After deciding which records you wish to link, and marking those to be deleted with a "D", press the PF8 key. The system will then link the listed records to the source document (minus those marked for deletion), and display the SUBJECT TO SUBJECT LINKING screen.

## LINKING SUBJECTS TO EACH OTHER

The SUBJECT TO SUBJECT LINKING screen shown below will display the first subject that was linked to the source at the top of the screen with all subsequent subjects listed below, in the order in which they appeared on the SOURCE TO SUBJECT screen.

```

14:22 TECS II - SUBJECT TO SUBJECT LINKING 120287 T2ML91
 T2PL91
TECS RECORD ID: P8742742200CAE ABC DEFG 000000
 POTENTIAL SUBJECTS TO BE LINKED
TECS RECORD ID: V8744606700CAE RELATIONSHIP: _____
SUBJECT DESCR: ABCDEFGHI VA US 0
TECS RECORD ID: B8700915800CAE RELATIONSHIP: _____
SUBJECT DESCR: TALL & SMALL NVA1234

```

TYPE A RELATIONSHIP FOR EVERY SUBJECT YOU WANT TO LINK  
 LAST PAGE FOR CURRENT SUBJECT  
 (PF1=HELP) (PF2=FLD HELP) (PF7=PREV SCREEN) (PF8=NEXT SCREEN)  
 (PF14=SOURCE DOCUMENT)

\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/

You may now indicate a relationship between the first subject displayed at the top of the screen and the remaining subject(s), if a relationship exists. To do this, enter the relationship into the field at the right of those subjects that are applicable. If a relationship is not entered, that subject is not linked to the subject record displayed at the top. The following is a list of valid relationship codes:

| <u>CODE</u> | <u>DESCRIPTION</u>                          |
|-------------|---------------------------------------------|
| A-ACQUAINT  | Associate, Acquaintance, Friend, Neighbor   |
| A-BUSINESS  | Associate, Business Associate               |
| A-CREW      | Associate, Crew Member of Conveyance        |
| A-EMPLOYEE  | Associate, Employee-Employer                |
| A-EXSPOUSE  | Associate, Previously Married               |
| A-MEMBER    | Associate, Member of Organization           |
| A-OFF-PRIN  | Associate, Officer or Principle of Business |
| A-OPERATOR  | Associate, Operator of Conveyance           |
| A-OTHER     | Associate, Other Relationship               |
| A-OWNER     | Associate, Registered Owner of Conveyance   |
| A-PASSENGR  | Associate, Passenger in Conveyance          |
| A-PREVCONV  | Associate, Related thru Previous Conviction |
| A-RELATIVE  | Associate, Related other than Spouse        |
| A-SPOUSE    | Associate, Married                          |
| A-WITNESS   | Associate, Witness                          |

|            |                                              |
|------------|----------------------------------------------|
| S-ACQUAINT | Suspect/Alleged Involvmnt, Acquaintance      |
| S-BUSINESS | Suspect/Alleged Involvmnt, Business          |
| S-CREW     | Suspect/Alleged Involvmnt, Crew of Convey    |
| S-EMPLOYEE | Suspect/Alleged Involvmnt, Employee-Emplyr   |
| S-EXSPOUSE | Suspect/Alleged Involvmnt, Prev. Married     |
| S-MEMBER   | Suspect/Alleged Involvmnt, Mbr. of Organ     |
| S-OFF-PRIN | Suspect/Alleged Involvmnt, Officer or Princ. |
| S-OPERATOR | Suspect/Alleged Involvmnt, Oper. of Convey   |
| S-OTHER    | Suspect/Alleged Involvmnt, Other Relatnshp   |
| S-OWNER    | Suspect/Alleged Involvmnt, Owner of Convey   |
| S-PASSENGR | Suspect/Alleged Involvmnt, Pasngr in Convey  |
| S-PREVCONV | Suspect/Alleged Involvmnt, Related thru Pre  |
| S-RELATIVE | Suspect/Alleged Involvmnt, Relative Not Spou |
| S-SPOUSE   | Suspect/Alleged Involvmnt, Married           |

After entering all appropriate relationships to the subject listed at the top of the screen, press the PF8 key to process your inputs for that screen. If there were subjects remaining that were not linked to the subject listed at the top, the second subject in the sequence from the SOURCE TO SUBJECT screen will be displayed at the top of the next SUBJECT TO SUBJECT screen with the remaining subjects following. This process will be repeated until all subjects have been related to one another.

Each time a SUBJECT TO SUBJECT LINKING screen is displayed with a new subject at the top of the screen, the system will prompt you with the message:

"NOTE NEW SUBJECT"

If all the remaining un-related subjects are displayed on the screen, or if it is the last of multiple pages of subjects, the system will also display the message:

"LAST PAGE FOR CURRENT SUBJECT"

When the final subject record is displayed at the top of the screen, and the last un-related subject(s) is displayed below, the system will prompt you with the message:

"LAST PAGE FOR LAST SUBJECT"

Upon completion of all Subject to Subject relationship linkages, you will press the PF14 key to return to the source document from which you entered the linking process.

Once into the source document you may exit the system or create/modify another report using the procedures described in the IL Intelligence Analysis section of this manual. See the Access to TECS II section for Sign-on/Sign-off procedures.

The following screens associated with the MS SUBJECT RECORD MAINTENANCE process are numerous and are being presented as a continuation of the previous text.

| CODE | DESCRIPTION                |
|------|----------------------------|
| MS   | SUBJECT RECORD MAINTENANCE |

| ACCESS<br>CODE | DESCRIPTION              | ACCESS<br>CODE | DESCRIPTION |
|----------------|--------------------------|----------------|-------------|
| MS92           | SUBJ. RECORD MAINTENANCE |                |             |

MS - 21



3 RECORDS WERE RETRIEVED

| SEL   | SUBJECT | DESCRIPTION | TECS RECORD ID |
|-------|---------|-------------|----------------|
| - DOE | JANE    | W F 010129  | P8736065500K01 |
| - DOE | JOHN    | W M 022533  | V8736065500K01 |
| - DOE | JAKE    | W M 112345  | P8736065500K01 |

NO MATCH, ENTER NEW SUBJECT

X=SELECT A SUBJECT V=VIEW A SUBJECT PRESS <ENTER>

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV SCREEN) (PF8=NEXT SCREEN)  
(PF10=LINKAGE SCREEN) (PF11=NEXT SUBJECT)

TECS RECORD ID: P8736065500K1 ARMED AND DANGEROUS? (Y/N) N  
NAME - LAST\* DOE TITLE: \_\_\_\_\_  
FIRST\* JANE OTHER - 1: \_\_\_\_\_  
2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_  
NAME TYPE: \_\_\_\_\_ X FOR ALIAS: \_\_\_\_\_  
MONICKERS: \_\_\_\_\_

DOB: \_\_\_\_\_ RACE: W \_\_\_\_\_ SEX: F MAR STATUS: \_\_\_\_\_  
EYES: \_\_\_\_\_ HAIR: BN \_\_\_\_\_ HT: 504 \_\_\_\_\_ WT: 100 \_\_\_\_\_  
SSN: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

PPN\*: \_\_\_\_\_ CNTRY: \_\_\_\_\_ TYPE: \_\_\_\_\_ ISSUED: \_\_\_\_\_ 0 \_\_\_\_\_ EXPIRES: \_\_\_\_\_  
MORE?: \_\_\_\_\_  
BIRTH-COUNTRY: \_\_\_\_\_ STATE: \_\_\_\_\_ CITY: \_\_\_\_\_ X=MORE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ NON-US-INTNTL: \_\_\_\_\_ CNTRY: \_\_\_\_\_ CITY: \_\_\_\_\_ X=MORE \_\_\_\_\_  
ADDRESS- STREET: RT 1 BOX 117 APT: \_\_\_\_\_  
CITY: LUCEDALE ST: MS CNTRY: US ZIP: \_\_\_\_\_  
COUNTY: \_\_\_\_\_ DATE: \_\_\_\_\_ X=MORE \_\_\_\_\_

PF13 FOR NEXT SUB-RECORD

```
(PF1=HELP) (PF2=FLD HELP) (PF8=NEXT PAGE) PF11=NEXT SUBJECT)
(PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)
```









11:49      TECS II - PERSON SUBJECT ENTRY (1 OF 5)      112187 T2ML20  
T2PL20

TECS RECORD ID: \_\_\_\_\_ ARMED AND DANGEROUS? (Y/N) \_\_\_\_\_  
 NAME - LAST\* \_\_\_\_\_ TITLE: \_\_\_\_\_  
 FIRST\* \_\_\_\_\_ OTHER - 1: \_\_\_\_\_  
 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_  
 NAME TYPE: \_\_\_\_\_ X FOR ALIAS: \_\_\_\_\_  
 MONICKERS: \_\_\_\_\_

DOB: \_\_\_\_\_ RACE: \_\_\_\_\_ SEX: \_\_\_\_\_ MAR STATUS: \_\_\_\_\_  
EYES: \_\_\_\_\_ HAIR: \_\_\_\_\_ HT: \_\_\_\_\_ WT: \_\_\_\_\_  
SSN: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

PPN\*:\_\_\_\_\_ CNTRY:\_\_\_ TYPE:\_ ISSUED:\_\_\_\_\_ EXPIRES: \_\_\_\_\_  
 MORE?: \_\_\_\_\_  
 BIRTH-COUNTRY: STATE: CITY: \_\_\_\_\_ X=MORE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ NON-US-INTNTL: \_\_\_\_\_ CNTRY: \_\_\_\_\_ CITY: \_\_\_\_\_ X=MORE \_\_\_\_\_  
ADDRESS- STREET: \_\_\_\_\_ APT: \_\_\_\_\_  
CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
COUNTY: \_\_\_\_\_ DATE: \_\_\_\_\_ X=MORE \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF8=NEXT PAGE) (PF11=NEXT SUBJECT)  
(PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)

11:51      TECS II - PERSON SUBJECT ENTRY (2 OF 5)    073087 T2ML21  
T2PL21

TECS RECORD ID: \_\_\_\_\_

STATUS\* \_\_\_\_\_ NON-SUSPECT, OTHER \_\_\_\_\_ DATE: \_\_\_\_\_

REMARKS\* \_\_\_\_\_

PRIMARY ACCESS\* \_ NOT ON PRIMARY, NOT MANDATORY  
PRIMARY ACTION: \_ LOOK OUT LEVEL: \_  
PRIMARY INSTRUCTIONS:

OWNER: AGENCY: COO NAME: DOWNING TEL.#: 202-343-0947  
TITLE: ENTERED: 092487 UPDATED:  
CASENUMBER: QUERY NOTIFICATION\*:

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)

11:52       TECS II - PERSON SUBJECT ENTRY (3 OF 5)   073087 T2ML22  
T2PL22

TECS RECORD ID: P871912200COO

DRIVR'S LICENSE-NUMBER: STATE: CNTRY:

TYPE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

STATUS:

RESTRICTIONS: X=MORE LICENSES:

FEDERAL FINGERPRINT CLASS:

SCARS/MARKS: \_\_\_\_\_

BORDER CROSSING CARD-NUMBER: TYPE:

ISSUED: \_\_\_\_\_ EXPIRES: \_\_\_\_\_ X=MORE CARDS: \_\_\_\_\_

ALIEN REG #: \_\_\_\_\_

SPOUSE LAST:

FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_

X=MORE SPOUSES:

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)

11:52      TECS II - PERSON SUBJECT ENTRY (4 OF 5)    073087 T2ML23  
T2PL23

TECS RECORD ID: P8719112200C00

PILOT'S LICENSE-NBR: RATING: COUNTRY:

FAA REGION: MED CERT: AIRMAN'S CERT:

ISSUE DATE: \_\_\_\_\_ MED EXAM DATE: \_\_\_\_\_ X=MORE: \_\_\_\_\_

WARRANT-OFFENSE TYPE: \_\_\_\_\_ OFFENSE DATE: \_\_\_\_\_ NBR#: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ AGENCY: \_\_\_\_\_

WARRANT TYPE:                      WARRANT DATE:                      X=MORE

EMPLOYMENT-OCCUPATION: STATUS:

POSITION: \_\_\_\_\_ EMPLOYER ID: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

TELEPHONE: - - - - - DATE OF INFO: - - - - - X=MORE EMPL:

MISCELLANEOUS NUMBERS-NUMBER: TYPE: X=MORE:

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)

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TECS RECORD ID: P8719112200C00

MAIL COVER DATES:

TECS RECORD ID: P8719112100COO

ALIAS:      LAST: \_\_\_\_\_  
              FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
              LAST: \_\_\_\_\_  
              FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
              LAST: \_\_\_\_\_  
              FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
 X FOR MORE: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)  
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# USER'S MANUAL

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

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(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)
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(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)
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(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

SPOUSE: LAST: \_\_\_\_\_  
 FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
 LAST: \_\_\_\_\_  
 FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
 LAST: \_\_\_\_\_  
 FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
 X FOR MORE: \_\_\_\_\_

| NUMBER      | RATING | COUNTRY | FAA REGION | MED CERT | MED EXAM DATE | AIRMAN CERT | ISSUE DATE |
|-------------|--------|---------|------------|----------|---------------|-------------|------------|
|             |        |         |            |          |               |             |            |
|             |        |         |            |          |               |             |            |
|             |        |         |            |          |               |             |            |
|             |        |         |            |          |               |             |            |
|             |        |         |            |          |               |             |            |
| X FOR MORE: |        |         |            |          |               |             |            |



-----  
16:14 TECS II - MULTIPLE OCCURRING WARRANT DATA 072987 T2ML34  
T2PL34

TECS RECORD ID: P8719112100COO

WARRANTS: OFFENSE TYPE: \_\_\_\_\_ OFFENSE DATE: \_\_\_\_\_ NBR: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ AGENCY: \_\_\_\_\_  
WARRANT TYPE: \_\_\_\_\_ WARRANT DATE: \_\_\_\_\_

OFFENSE TYPE: \_\_\_\_\_ OFFENSE DATE: \_\_\_\_\_ NBR: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ AGENCY: \_\_\_\_\_  
WARRANT TYPE: \_\_\_\_\_ WARRANT DATE: \_\_\_\_\_

X FOR MORE: \_

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

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16:14 TECS II - MULTIPLE OCCURRING EMPLOYMENT DATA 072987 T2ML35  
T2PL35

TECS RECORD ID: P8719112100COO

EMPLOYMENTS: OCCUPATION: \_\_\_\_\_ STATUS: \_\_\_\_\_  
POSITION: \_\_\_\_\_ EMPLOYER ID: \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_  
STREET: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_  
TELEPHONE: \_\_\_\_-\_\_\_\_-\_\_\_\_ DATE OF INFO: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ STATUS: \_\_\_\_\_  
POSITION: \_\_\_\_\_ EMPLOYER ID: \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_  
STREET: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_  
TELEPHONE: \_\_\_\_-\_\_\_\_-\_\_\_\_ DATE OF INFO: \_\_\_\_\_

X FOR MORE: \_

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

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(PF1=HELP) (PF2=FLD HELP) (MAIN MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE) (PF24=CANCEL ENTRY)

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

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11:56 TECS II - VEHICLE SUBJECT ENTRY (1 OF 2) 073087 T2ML40

T2PL40

TECS RECORD ID : V8700351400COO ARMED AND DANGEROUS? (Y/N): N

VEHICLE ID NUMBER (VIN): \_\_\_\_\_

ALIAS VIN: \_\_\_\_\_  
\_\_\_\_\_LICENSE PLATE-NBR: ESCORT STATE: VA CNTRY: US YEAR: TYPE: \_\_\_\_\_  
(2)-NBR: STATE: VA CNTRY: US YEAR: TYPE: \_\_\_\_\_DESCRIPTION-MAKE: MODEL: YEAR: \_\_\_\_\_  
TYPE: STYLE: COLOR: X=MORE DESC. \_\_\_\_\_

## VEHICLE

OWNER-(BUSINESS) NAME: \_\_\_\_\_

(PERSON) LASTNAME: \_\_\_\_\_

FIRSTNAME: \_\_\_\_\_

MIDDLE: \_\_\_\_\_

STREET: \_\_\_\_\_

APT/SUITE: \_\_\_\_\_

CITY: \_\_\_\_\_

ST: \_\_\_\_\_

CNTRY: \_\_\_\_\_

ZIP: \_\_\_\_\_

X FOR MORE OWNERS: \_\_\_\_\_

MISCELLANEOUS NUMBERS-NUMBER: TYPE: X=MORE: \_\_\_\_\_

PLEASE ENTER AS MUCH INFORMATION AS YOU HAVE

(PF1=HELP) (PF2=FLD HELP) (PF8=NEXT PAGE) (PF11=NEXT SUBJECT)

(PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)

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11:56 TECS II - VEHICLE SUBJECT ENTRY (2 OF 2) 073087 T2ML41

T2PL41

TECS RECORD ID: V8700351400COO

STATUS\* \_\_\_\_\_

DATE: \_\_\_\_\_

REMARKS\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIMARY ACCESS: \_\_\_\_\_

PRIMARY ACTION: \_\_\_\_\_

LOOK OUT LEVEL: \_\_\_\_\_

PRIMARY INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OWNER: AGENCY: COO NAME: DOWNING TEL.#: 202-343-0947

TITLE: ENTERED: 073087 UPDATED: \_\_\_\_\_

CASENUMBER: QUERY NOTIFICATION\*: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE)

(PF11=NEXT SUBJECT) (PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)

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TECS RECORD ID: V8700351300COO

X FOR MORE:

(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

TECS RECORD ID: V8700351300COO

X FOR MORE:

(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

V V V V V V V V V V V V V V V V V V V V V V

TECS RECORD ID: V8700351300C00

(BUSINESS) NAME: \_\_\_\_\_  
(PERSON) LASTNAME: \_\_\_\_\_  
FIRSTNAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
STREET: \_\_\_\_\_ APT/SUITE: \_\_\_\_\_  
CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_  
ZIP: \_\_\_\_\_

(BUSINESS) NAME: \_\_\_\_\_  
(PERSON) LASTNAME: \_\_\_\_\_  
FIRSTNAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
STREET: \_\_\_\_\_ APT/SUITE: \_\_\_\_\_  
CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_  
ZIP: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

TECS RECORD ID: V8700351300COO

MISCELLANEOUS NUMBERS: NUMBER: \_\_\_\_\_ TYPE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF7=PREV PAGE) (PF24=CANCEL ENTRY)
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# USER'S MANUAL

REGISTRATION NUMBER: CTZ009  
ALIAS NUMBER:

DATE BLADDER TANKS APPROVED: \_\_\_\_\_ DATE SEATS REMOVED: \_\_\_\_\_

ENGINE DATA-MFG NAME: \_\_\_\_\_ MFG CODE: \_\_\_\_\_ TYPE: \_\_\_\_\_

MODEL NAME: \_\_\_\_\_ MODEL CODE: \_\_\_\_\_ HORSEPOWER: \_\_\_\_\_

THRUST: \_\_\_\_\_ FUEL USED PER HOR: \_\_\_\_\_ X=MORE: \_\_\_\_\_

STATUS\*  
REMARKS\*\_\_\_\_\_

DATE: \_\_\_\_\_

OWNER: AGENCY: C NAME: DOWNING TEL.#: 202-343-0947  
TITLE: GET FROM TABLE ENTERED: 073087 UPDATED:  
CASENUMBER: QUERY NOTIFICATION\*: 0

MS - 38



TECS RECORD ID: A8700057300COO

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(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF24=CANCEL ENTRY)

NAME: X=MORE ALIAS NAME:

SHIPYARD-NAME: \_\_\_\_\_

CITY: ST: CNTRY: X=MORE:

RADIO CALL SIGNS:

OF (PERSON) LAST NAME: \_\_\_\_\_

STREET: \_\_\_\_\_ APT/SUITE: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_

ZIPCODE: \_\_\_\_\_ X=MORE OWNERS: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF8=NEXT PAGE) (PF11=NEXT SUBJECT)

```

(PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)
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# USER'S MANUAL

LOOK OUT LEVEL: \_\_\_\_\_

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(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE)
(PF11=NEXT SUBJECT) (PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)
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(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE)
(PF11=NEXT SUBJECT) (PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)
//
```

12:39           TECS II - ORGANIZATION SUBJECT QUERY           112187 T2ML16  
T2PL16

SUBJECT DESCRIPTION: ABC DISTRIBUTORS

TECS RECORD ID: \_\_\_\_\_

NAME: \_\_\_\_\_

IRS# : \_\_\_\_\_

DUNS#: \_\_\_\_\_

ENTER ALL THE INFORMATION YOU HAVE AND PRESS<ENTER>

(PF1=HELP) (PF2=FLD HELP) (PF10=LINKAGE SCREEN)  
(PF11=NEXT SUBJECT)

12:40 TECS II-ORGANIZATION SUBJECT ENTRY (1 OF 3) 073087 T2ML80  
T2PL80

TECS RECORD ID: X8700969100CAE ARMED AND DANGEROUS? (Y/N): N  
NAME: ABC DISTRIBUTORS X=ALIASES:  
IRS#  
DUNS# CUSTOMS ACS#: TELEX#:  
TELEX#:

TYPE: \_\_\_\_\_ STATUS: \_\_\_\_\_ ST INCORPORATED: \_\_\_\_\_ DT INCORPORATED: \_\_\_\_\_

ADDRESS- STREET: \_\_\_\_\_ ROOM: \_\_\_\_\_  
CITY: \_\_\_\_\_ ST: \_\_\_\_\_ CNTRY: \_\_\_\_\_  
ZIP: \_\_\_\_\_ DATE: \_\_\_\_\_ X=MORE ADDRESSES: \_\_\_\_\_

TELEPHONE: - - IF NON-US- INTRNATIONAL: CNTRY:   
 CITY: X=MORE TELEPHONE NUMBERS:

OFFICERS- LASTNAME: \_\_\_\_\_  
 FIRSTNAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
 POSITION: \_\_\_\_\_  
 X=MORE OFFICERS: \_\_\_\_\_

```
(PF1=HELP) (PF2=FLD HELP) (PF8=NEXT PAGE) (PF11=NEXT SUBJECT)
(PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)
~~~~~
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12:40 TECS II - ORGANIZATION SUBJECT ENTRY (2 OF 3) 073087 T2ML81  
T2PL81

TECS RECORD ID: X87009691000AE

STATUS\* \_\_\_\_\_  
REMARKS\* \_\_\_\_\_

DATE: \_\_\_\_\_

PRIMARY ACTION: \_\_\_\_\_

LOOK OUT LEVEL: \_\_\_\_\_

OWNER: 09322697 RITA DOWNING AGENCY: CAE TEL. #: 202-343-0947  
TITLE: SUPR. CRIMINAL ENTERED: 073087 UPDATED: \_\_\_\_\_  
CASENUMBER: \_\_\_\_\_ QUERY NOTIFICATION\*: \_\_\_\_\_

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
(PF11=NEXT SUBJECT) (PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)  
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12:06 TECS II - ORGANIZATION SUBJECT ENTRY (3 OF 3) 073087 T2ML82
T2PL82

TECS RECORD ID: X8700969100CAE

IF BANK - FEDERAL CHARTER?: _____ DATE: _____ STATE CHARTER?: _____
DATE: _____ MAGNETIC ID CODE: _____

INSURANCE CARRIERS: _____

X=MORE INSURANCE CARRIERS: _____

MISCELLANEOUS NUMBERS: NUMBER: _____ TYPE: _____

X FOR MORE: _____

(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE) (PF8=NEXT PAGE)
(PF11=NEXT SUBJECT) (PF12=QUERY MATCH SCREEN)
(PF24=CANCEL ENTRY)
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# USER'S MANUAL

TECS RECORD ID: X8705156000CAE

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---

OWNER:09322697 RITA DOWNING AGENCY:CAE TEL.#: 202-343-0947  
TITLE: SUPR. CRIMINAL ENTERED: 073087 UPDATED: \_\_\_\_\_  
CASENUMBER: \_\_\_\_\_ QUERY NOTIFICATION#:0

[illegible]

TECS RECORD ID: A8705156000CAE

TYPE CERTIFICATE: SHEET#: MODEL: CODE:

MISCELLANEOUS NUMBERS- NUMBER: \_\_\_\_\_ TYPE: \_\_\_\_\_  
 \_\_\_\_\_ TYPE: \_\_\_\_\_  
 \_\_\_\_\_ TYPE: \_\_\_\_\_

X=MORE :

```
(PF1=HELP) (PF2=FLD HELP) (PF7=PREV PAGE)  
(PF11=NEXT SUBJECT) (PF12=QUERY MATCH SCREEN) (PF24=CANCEL ENTRY)  
~~~~~
```



INSERT INDEX XI (NCIC/NLETS/CLETS)

(

(

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## NN - NCIC/NLETS/CLETS

## OVERVIEW

This portion of the Treasury Enforcement Communications System is used to interface with other law enforcement systems run by other agencies. Through this subsystem, TECS II users can communicate on-line with:

- National Crime Information Center (NCIC)
- National Law Enforcement Telecommunications System (NLETS)
- California Law Enforcement Telecommunications System (CLETS)

The National Crime Information Center (NCIC) is a nationwide computerized information system established by the Federal Bureau of Investigations to service all criminal justice agencies; local, state, and Federal. This system maintains information on wanted persons, stolen property, criminal histories, and information compiled in the course of investigation of crimes. Six types of messages can be transmitted to NCIC: entry, modification, cancellation, inquiry, locate, and clear. Refer to the NCIC Operating Manual for a complete discussion of these messages, their formats, usage, and responses.

The National Law Enforcement Telecommunications System (NLETS) provides a communications link to law enforcement systems across the U.S., through a switching computer located in Phoenix, Arizona. NLETS queries may be made on state criminal history, vehicle registration, and drivers license information. Administrative messages are also supported. Refer to the NLETS Operations Manual for a complete description of these queries and messages.

The California Law Enforcement Telecommunications System (CLETS) allows California TECS users direct access to the State DMV and CJIS data bases. Refer to the CLETS operations manual for detailed information on this system.

If you are allowed to access the NCIC/NLETS Interface, this option will appear on your MAIN MENU. Should you have messages that you have received, but not yet acknowledged, the notation "\*\*\*UNACKED MSG\*\*" will appear at the top of the screen.

```

11:05 TECS II MAIN SYSTEM MENU 113087 T2MS0201
 T2PS0201
```

```
CODE DESCRIPTION
NN NCIC * * UNACKED MESSAGES * *
```

```
CODE : NN KEYID: _____
 PRESS PF10 TO CHECK FOR UNVIEWED EMAIL MESSAGES
 PRESS PF2 TO VIEW DAILY NEWS
(PF1=HELP) (PF10=EMAIL)
/\/
```

Only terminals defined with ORIs are allowed to access this interface. If you are signed on to a terminal which is not defined to this interface, the following message will display when you enter NN:

"ORI NOT DEFINED FOR THIS TERMINAL. ACCESS NOT ALLOWED"

If the terminal is a valid NCIC/NLETS terminal, the system displays the screen for the TECS II SUBSYSTEM FOR NCIC/NLETS INTERFACE below. This menu may also display the notation "\*UNACKED MSGS\*".

```

11:19 TECS II SUBSTSTEM FOR NCIC/NLETS 120387 T2MU0402
 T2PS0408
```

| ACCESS<br>CODE | DESCRIPTION               | ACCESS<br>CODE | DESCRIPTION            |
|----------------|---------------------------|----------------|------------------------|
| NN02           | REVIEW UNACKNOWLEDGED MSG | NN03           | REVIEW MESSAGE QUEUE   |
| NN04           | REVIEW ANY MESSAGE QUEUE  | NN10           | TERMINAL/BROADCAST MSG |
| NN11           | SEND NLETS GENERAL MSG    | NN13           | SEMD NCIC MESSAGE      |
| NN14           | SEND CLETS MESSAGE        |                |                        |

```
CODE:* _____ KEYID: _____
 (PF3=MAIN MENU) (PF4=PREV MENU)
END OF SUB-SYSTEM
/\/
```

This transaction will retrieve the unacknowledged messages first from the your terminal queue, then from your personal queue.

By entering "NN02" in the CODE field of the NCIC/NLETS MENU, the system will respond with the initial unacknowledged message in your terminal queue. Using the PF Keys, you may "page" through your messages.

Below is a sample screen of Unacknowledged Messages.

```

11:21 TECS II EXTERNAL MESSAGE DISPLAY 120387 T2PD0601
 T2MD0601
QUEUE TYPE: PERSONAL QUEUE NAME: AAFO
 MSG STATUS: NACK
***** TEXT OF MESSAGE ***** PAGE 01****
FROM NCIC ON 12/03/87 AT 11:21:05
1LO1CQUAAF001200012
VAUSC6011
ORI/VAUSC6000 IS US CUSTOMS SERVICE LAW ENF SYS DIV ALEXANDRIA VA

```

MESSAGE IS DISPLAYED. DEPRESS PF5(MSG INDEX). PF14(ACKD MDG).  
PF16(NEXT MSG). PF18(REROUTE MSG).  
PF19(MSG LOG).

END OF THIS MESSAGE  
(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE)  
(PF8=NEXT PAGE)

[illegible]

It should be noted that choosing the "NN02" selection automatically (and in sequence) sets the criteria for the "message search" to:

- ```
o      Message Status = Unacknowledged
      followed by
o      Queue Type = Terminal
      followed by
o      Queue Type = Personal
```

By pressing PF14 you indicate that you have acknowledged the message and the next one will display. In the Message Log an asterisk (*) will appear next to that message, indicating your acknowledgment.

By pressing PF16 (if you don't want to acknowledge the message) you will simply get the next unacknowledged message in your queues.

By pressing PF18 you will be able to re-route the message to another Terminal ID or ORI (up to 5). While re-routing, you may add a re-route message. If a message is added, it may be up to two lines long.

By pressing PF19 you will see the Message Log for that message.

NN03 REVIEW MESSAGE QUEUE

By entering "NN03" in the CODE field of the NN-sub-menu, the system will return to you the TECS II EXTERNAL MESSAGE RETRIEVAL screen below. This screen allows you to determine the search parameters for messages in your terminal (T) or personal (P) queue.

The screen below illustrates the selection of Personal Queue (P), Message Status of "SENT" (Msg Status = S), and Display of the Index (Msg Index = Y).

11:22 TECS II EXTERNAL MESSAGE RETRIEVAL 120387 T2PD0301
T2MD0301

```

QUEUE TYPE *:      (P=PERSONAL, T=TERMINAL)
MSG STATUS  :      (N=NOT ACKED, A=ACKED, S=SENT)
MSG SEQUENCE:

```

DATE/TIME: (MMDDYY HHMMSS) (MMDDYY HHMMSS) (SINGLE DATE)
CIRCUIT : _____ THRU _____ WILL GIVE 1 DAY)
MSG INDEX: _____ (NC=NCIC, NL=NLETS, CL=CLETS)
_____ (Y=YES, DISPLAY AN INDEX OF MESSAGES ONLY)

YOU MUST ENTER QUEUE TYPE. ALL OTHER PARAMETERS ARE OPTIONAL AND
WILL FURTHER RESTRICT MESSAGES RETRIEVED.

ENTER RETRIEVAL PARAMENTERS AND DEPRESS "ENTER". THE FIRST MESSAGE OR INDEX SCREEN WILL DISPLAY.

```
(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
```

When you want to review your messages, you can select parameters, or criteria, in order to limit the retrieval of messages. For example, you can:

- o Limit retrieval to messages which have not been acknowledged, or those that have been acknowledged, or those which were sent.
- o Specify a message sequence ID. It must be numeric and will help you identify particular responses you want.
- o Specify a date/time. If a single date, messages for that day will be retrieved. If a date/time range is entered, the first date/time must be earlier than the second date/time. Messages for that range will be retrieved.
- o Restrict your retrieval to those messages having been sent/received on a specific circuit, e.g., NCIC.
- o Select to view an index of messages instead of the actual messages. The index is a 2-line summary of each message. While reviewing the index, you may mark records with an "R" for review or "A" for acknowledge (any other value is an edit error). When you press ENTER, all messages marked "A" will be acknowledged and those marked "R" will be displayed for your review, one at a time.

If any parameters are invalid, an error message will be highlighted on line 22 along with the field(s) in error. If no messages are retrieved, a "NO MATCH" message will be returned.

As a result of the query entered above, the system returned the EXTERNAL MESSAGE INDEX DISPLAY below. The status of all messages in this example is "SENT".

NN - 6

Below is the first page of the 1st message.

By pressing the PF19 key (Msg Log), the TECS II EXTERNAL MESSAGE LOG DISPLAY for this message is retrieved. In this example, although a user reviewed the message on September 16, 1987, he did not acknowledge it.

* NOTE: Some ORIs and terminals are associated with printers so that messages can be routed to printers.

After pressing the PF13 key to SEND the re-routed message, the system acknowledges that the message was re-routed by highlighting text at bottom of the screen.

NN04 REVIEW ANY MESSAGE QUEUE

By entering "NN04" in the CODE field of the NN-sub-menu, the system will return to you the TECS II GENERAL EXTERNAL MESSAGE screen (below). This screen allows you to determine the search parameters for messages in any terminal (T) or personal (P) queue, provided you have authorization.

```

-----
11:34  TECS II GENERAL EXTERNAL MESSAGE RETRIEVAL 120387 T2PD0401
                                           T2MDO401
QUEUE TYPE *:  _ (P=PERSONAL, T=TERMINAL, A=AIRPORT, L=LANDBORDER
USER ID       :  _ (FOR PERSONAL QUEUE ONLY)
QUEUE NAME    :  _ (P, T DEFAULT TO QUEUE A, L DEFAULT TO SITE)
MSG STATUS    :  _ (N=NOT ACKED, A=ACKED, S=SENT)
MSG SEQUENCE:  _ (SPECIFIC SEQUENCE ID IF DESIRED)
                (MMDDYY HHMMSS) (MMDDYY HHMMSS)
DATE/TIME     :  _ THRU _ WILL GIVE 1 DAY)
CIRCUIT       :  _ (NC=NCIC, NL=NLETS, CL=CLETS)
MSG INDEX     :  _ (Y=YES, DISPLAY AN INDEX OF MESSAGES ONLY)

```

YOU MUST ENTER QUEUE TYPE AND QUEUE NAME OR USER ID. ALL OTHER PARAMETERS ARE OPTIONAL AND WILL FURTHER RESTRICT MESSAGES RETRIEVED.

ENTER RETRIEVAL PARAMETERS AND DEPRESS "ENTER". THE FIRST MESSAGE OR INDEX SCREEN WILL DISPLAY.

(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
 \/\ /\

The functions of the General Message retrieval are identical to "NN03" except that it allows you to view other persons' messages, if you have the proper User Profile Record authority. While selecting the parameters, you have to enter a QUEUE NAME or a USER ID. If you leave the field blank, it will default to your own.

NN10 SEND NLETS ADMIN. MESSAGE

When "NN10" is entered in the CODE field of the NCIC/NLETS MENU, the TECS II NLETS MESSAGE ENTRY screen below appears. The system automatically will insert the ORI of your terminal. In the example below, the ORI is VAUSC6003.

```
-----
07:29      TECS II NLETS MESSAGE ENTRY      112487      T2PD10
                RESPONSE TO TERMINAL: Y T2MD10
FROM ORI : VAUSC6003      MESSAGE TYPE:* AM
SEND TO ORI(S):*
***** ENTER TEXT OF MESSAGE ***** PAGE 01*****
-----
-----
-----
-----
-----
```

```
-----
ALTERNATE ORI DESTINATIONS:
PRESS ENTER TO SEND MESSAGE.      (PF1=HELP) (PF2=FIELD HELP)
(PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE) (PF8=NEXT PAGE)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
-----
```

As you can see, it also inserts "AM" in the Message Type field (for an Administrative Message). Complete the "SEND TO ORI" field with the ORI of the terminal that is to receive your message. You may specify additional ORIs at the bottom of the screen. Each ORI must be a valid 2-digit or 9-digit ORI.

NLETS messages may be several pages long. Simply depress the PF8 key to begin page 2, if necessary. The page number of your current message is in the upper right of the screen. You may also return to a previous page by pressing the PF7 key.

Corrections or errors can be made on the screen, as you create the text of your message. If you wish to erase an entire screen, depress the CLEAR key and begin again.

When creating a message remember that all lines will be left-justified and that blank screens cannot be sent. The message is not sent until the ENTER key is pressed. If you press PF3 to return to the Main Menu or PF4 to return to the previous menu without pressing the ENTER key, the message will NOT be sent.

Press the ENTER key when you are ready to send the message. If the message was sent correctly, you will receive the message "MESSAGE SUCCESSFULLY SENT".

```

11:35          TECS II NLETS MESSAGE ENTRY          120387      T2PD10
                      RESPONSE TO TERMINAL: n          T2MD10
FROM ORI       : VAUSC6011      MESSAGE TYPE: * AM
SEND TO ORI    :
*****
***** ENTER TEXT OF MESSAGE ***** PAGE 01 *****

```

ALTERNATE ORI DESTINATIONS:
PRESS ENTER TO SEND MESSAGE. (PF1=HELP) (PF2=FIELD HELP)
(PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE) (PF8=NEXT PAGE)

If you change the status to "N", your responses will return to your personal queue and you must use NN02 (Review Unacknowledged Messages) or NN03 (Review Message Queue) to display them.

If the response is slow in returning and you leave the NCIC/NLETS subsystem, this switch is automatically reset to return the responses to your personal queue. Message responses will NOT automatically display in other parts of the TECS II system.

To create and send a General NLETS message, type "NN11" and press ENTER from the NCIC/NLETS MENU. The system will return the screen as shown below with your terminal's ORI filled in. Except for entering a Message Type, the instructions for completing this screen are identical to NN10 above.

```

-----
07:29      TECS II NLETS MESSAGE ENTRY      112487      T2PD10
                                         RESPONSE TO TERMINAL: Y T2MD10
FROM ORI   : VAUSC6003                     MESSAGE TYPE:* AM
SEND TO ORI(S):* VAUSC6003
***** ENTER TEXT OF MESSAGE ***** PAGE 01 *****
test of an message from nn10
-----
-----
-----

```

```

-----
ALTERNATE ORI DESTINATIONS:
PRESS ENTER TO SEND MESSAGE. (PF1=HELP) (PF2=FLD HELP)
(PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE) (PF8=NEXT PAGE)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\

```

NN13 SEND NCIC MESSAGE

When "NN13" is entered in the CODE field of the NCIC/NLETS menu, the TECS II NCIC MESSAGE ENTRY screen below appears. As with the NLETS entry screens, the system will automatically insert your terminal ORI in the entry screen.

NCIC does not require destination ORIs in the message. NCIC does require, however, a valid Message Type to be entered in the MESSAGE TYPE field.

NCIC messages may not exceed one page in length. Corrections or errors can be made on the screen, as you create your text. If the entire message needs to be corrected, press the CLEAR key and begin again.

Press the ENTER key when you are ready to send the message.

You may control return of the message response to the screen or your personnel queue as you could with NLETS messages.

NN14 SEND CLETS MESSAGE

The CLETS interface is available only to those terminals located in California. You as a user must also be authorized to send and receive CLETS messages. If you and your terminal are authorized to use CLETS, you may enter "NN14" from the NCIC/NLETS SUBSYSTEM MENU. The CLETS SEND MESSAGE Screen will be displayed (as seen below):

```
-----  
07:51          TECS II CLETS MESSAGE ENTRY          112487      T2PD14  
                                           T2MD14  
RESPONSE TO TERMINAL: Y MESSAGE TYPE: *  
***** ENTER TEXT OF MESSAGE ***** PAGE-01***  
_____  
_____  
_____
```

```
_____  
PRESS ENTER TO SEND MESSAGE. (PF1=HELP) (PF2=FIELD HELP)  
(PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV PAGE) (PF8=NEXT PAGE)  
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```

INSERT INDEX XII (SUPERVISORY APPROVAL)

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SA - SUPERVISORY APPROVAL**OVERVIEW**

The Supervisory Approval function allows designated supervisors to approve TECS II documents. Prior to approving any document, the supervisor can review it and all related subject records on the terminal. Changes may be made to any part of the document or its access level. The following documents are approved through this transaction:

- o INTEL Record/INTEL Alert
- o Intelligence Analysis, CF320
- o Intelligence Study
- o Memorandum of Information Received, MOIR
- o Report of Investigation ROI, CF-23
- o Search/Arrest/Seizure (SAS) Report, CF-151
- o Electronic Surveillance Requests (in development)

Except for SAS report, once a document is approved, it becomes a permanent part of the database, and no changes or deletions can be made by the author, supervisor or SCO. SAS reports can be changed by any of Customs Officers listed on the original document, but all changes require approval by the same supervisor that approved the original document.

A supervisor can designate any authorized TECS II user to act for a specified period through his UPR. A second line supervisor does not automatically review/approve reports for which his first line supervisors are responsible.

An eMAIL message (refer to the ACCESS TO TECS II section of this manual) is sent to the author of a report advising him of his supervisor's decision

To be able to access the Supervisory Approval (SA) function, you must first have it displayed on your MAIN TECS II MENU. If you have supervisory approval responsibilities and the SA option is not seen, contact your Systems Control Officer.

```
-----
11:05          TECS II MAIN SYSTEM MENU          112187 T2MU0201
                                           T2PS0202
```

CODE	DESCRIPTION
SA	SUPERVISORY APPROVAL

CODE:* SA KEYID: _____
 PRESS PF10 TO CHECK FOR UNVIEWED EMAIL MESSAGES
 PRESS PF2 TO VIEW DAILY NEWS

(PF1=HELP) (PF10=EMAIL)
 /\/

SA10 REPORT SUPERVISORY APPROVAL

To go to the SUPERVISORY APPROVAL SUB-MENU from the MAIN MENU, enter 'SA' in the CODE field and press ENTER. You will then see a screen with only one transaction.... SA10 - REPORT SUPERVISORY APPROVAL. Enter SA10 in the CODE: field and press ENTER to get to the TECS II SUPERVISOR IDENTIFICATION screen. This is where the Supervisory function starts.

```
-----
11:06          TECS II SUB-SYSTEM FOR SUPERVISORY APPROVAL          112187
```

ACCESS CODE	DESCRIPTION	ACCESS CODE	DESCRIPTION
SA10	REPORT SUPERVISORY APPROV		

CODE:* SA10 KEYID: _____
 (PF3=MAIN MENU) (PF4=PREV MENU)
 END OF SUB-SYSTEM MENU

/\/

11:06 TECS II SUPERVISOR IDENTIFICATION 112187 T2M0101
T2PQ101

SUPERVISOR ID#: _____
TO BE ENTERED ONLY IF USER IS ACTING SUPERVISOR

```
(PF1=HELP)          (PF3=MAIN MENU)      (PF4=PROCEED)
```

Rather than having to go through the SUB-MENU (which has only the one option - SA10), you can enter SA10 directly from the MAIN MENU and bypass the SUB-MENU entirely.

The SUPERVISOR IDENTIFICATION IDENTIFICATION screen wants to know whether you are acting for yourself or for another supervisor. If you acting for yourself, just hit ENTER to get to the list of your documents to be approved.

If you have been authorized to act for another supervisor ("authorized" means that he has entered your User ID in his UPR with valid dates), and you wish to review or authorize reports submitted for his approval, enter his User ID in the designated field. If you are not a valid acting supervisor, the system will say so, or if the dates for which you were authorized are not valid, you will also be informed. Assuming you are a valid acting supervisor, screen 4 will appear - but with his documents to be viewed or approved.

Once the - TECS II AUTHORIZE REPORTS screen appears, the procedures for viewing, approving or disapproving reports are the same, regardless if you are acting for someone else or not.

```
-----
12:27          TECS II AUTHORIZE REPORTS      091287      T2M01101
                                          T2P01101
```

REPORT FOR AUTHORIZATION BY SUPERVISOR: ARMSTRONG ROBERT

A/D/V	REPORT NUMBER	REPORT TITLE	TYPE DATE
		CASE TITLE	REPORT OWNER
<u>V</u>	FALSE INVOICING OF CANON CAMERAS	TRANSSHIPPED THROUGH TAIWA	MOIR 870907
	87MHQIF00130	REDSECKER	JAMES
	IMITATION ROLEX WATCHES FROM BRAZIL		MOIR 870912
	87MHQIF147	BRUNDAGE	JOSEPH
<u>A</u>	SPECIAL REPORT OF THE WILLIAM WALLINGS ORGANIZ.		INTL 870912
	87KHQIF00141	SMITHFIELD	RICHARD
<u>D</u>	ROBERT QUELL - FUGITIVE FOR POSSESSION OF COCAINE		INTL 870912
	87KHQIF0042	DUNN	MARTHA
<u>A</u>	ATTEMPT TO SMUGGLE FLOORING USING FALSE INVOICES	I320 870912	
	87IHQIF00108	KOSTKOWSKI	DANIEL

MORE DOCUMENTS ON NEXT PAGE

(PF1=HELP) (PF3=MAIN MENU) (PF7=PREVIOUS PAGE) (PF8=NEXT PAGE)
 (V AND PF6=VIEW REPORT) (V AND PF12 VIEW SUBJECTS)
 /\

AUTHORIZE REPORTS LIST

Notice that the third line from the top tells you who you are authorizing reports for. Up to five reports can be listed on one page; if there are more pages, the system will say "MORE DOCUMENTS" in the lower left hand corner of the screen, and you can press PF8=NEXT PAGE to see more, and then press PF7=PREVIOUS PAGE to see more, or press PF7=PREVIOUS PAGE to back to the first page if there are no reports on the previous page.

Each report listed will contain the following information:

- Report number
- Title
- Owner
- Report type
- Data submitted for approval
- Case number (ROI's only)

Next to the name for each report, there is a space for you to enter...A = Approve report, D = Disapprove report, and V = View report/subjects. If you have forgotten some of these procedures, press PF1=HELP, and a HELP screen will appear outlining your options. It is expected that most reports will be first reviewed before any action is taken.

'V' - VIEW REPORT/SUBJECTS

By entering a 'V' next to a report title, you can view the report by hitting PF6, or view the subjects linked to the report by hitting PF12. If you press ENTER first, you will be prompted to press either PF6 or PF12.

While viewing an Intelligence Report, a supervisor can change any part of the report before he approves it; however, all changes must pass the same field edits that existed for reported entry. ROI's and CF151's cannot be modified by supervisors at the time of approval...they may only approve/disapprove the reports.

Pressing the PF12 key displays the subject records, a supervisor can use the PF14=LINKING LIST key and see what other records are linked to this subject. This "traversing" of the database is discussed the GQ GENERAL QUERY section of this manual.

Whenever the supervisor has finished reviewing the report and subjects, he presses PF4 to get back to the AUTHORIZE REPORT LIST. He can then approve/disapprove that report or view another one.

'A' - APPROVING A REPORT

To approve a report just put an A (approve) next to the report (as many as you wish) and press ENTER. Make sure that approval of the report is warranted and the code is entered in the right place, because once you press the ENTER key, the following events occur:

1. A message will be seen on the bottom of the screen:

"AUTHORIZATION DECISIONS HAVE BEEN PROCESSED -
MESSAGES SENT TO APPROPRIATE USERS AND ACCESS
CODES UPDATED FOR LINKED SUBJECT RECORDS"

2. Your decision has been recorded and it cannot be changed. In fact, if you go to the MAIN MENU and re-enter the Supervisory Approval function, the reports you just approved are no longer on the AUTHORIZED REPORTS LIST. They are now a permanent part of the TECS II database. They cannot be deleted or modified, except as a SAS report. Because the SAS (old CF-151) will require occasional modification after approval, this document can be

changed by any one of the following Customs Officers that are listed on the original SAS document:

- o Officer taking declaration
- o Arresting Officer
- o Seizing of Record
- o Mitigating Officer

The supervisor of the record is then required to approve the modification before it is accepted it is accepted by TECS II.

3. The approval status of the record will be changed to APPROVED, and the date of the approval will be entered in the APPROVAL DATE field. This will allow authorized TECS II users to access the report through GENERAL QUERY.

4. Depending on the type of report, the access codes of linked subject records will be modified accordingly.

- o Intel Record & Alert, Intel Study and CF-320.
The codes of these linked subject records are changed from Level 4 to the access level of the report.
- o SAS, ROI and MOIR. The access code of these records remain unchanged from prior authorization.

5. An eMAIL message is sent to the originator of the report informing him of your decision to approve his report. This message is a formal part of the process; it is assumed that in most situations verbal notification will occur.

6. An eMAIL message is sent to everyone on the report distribution list informing them that the report is available and listing informing him that the report is available and listing the report title, report type, ID number and date of distribution, only notification that the report is available. They must then request the report through the GQ GENERAL QUERY function from the MAIN MENU.

'D' - DISAPPROVING A REPORT

The process for disapproving a report is the same as for approving one. Place a 'D' next to the report(s) you want to disapprove and press ENTER. You will receive the same message about decisions being processed as mentioned above. In addition, the report will be "sent back" to the originator for further work. He will also receive an eMAIL message informing him of your decision. Once you disapprove a report, you cannot do anything else with it until it is resubmitted for your approval. Any comments that you made in the report while viewing it will be seen by the originator after your disapproval.

You may authorize another person to approve reports for you through your UPR. To do this, enter UP20 from the Main Menu. This will bring up, the TECS II USER MAINTENANCE screen.

o During the time that another supervisor is acting for you, you may still see and approve/disapprove the reports for which you are authorized to act.

o If you are acting for another supervisor, and you delegate your authorization to a third supervisor, he cannot approve the reports for the supervisor you are acting for.

o Any user who can see the SUPERVISORY APPROVAL option from the MAIN MENU can be designated as an acting supervisor. This means that if there is an individual who is not normally a supervisor, but who is occasionally required to act as one, must be authorized by a SCO, through the SUPERVISORY APPROVAL process, before anyone can act for him.

INSERT INDEX XIII (SUBJECT QUERY)

1

1

SQ - SUBJECT QUERY

OVERVIEW

The SUBJECT QUERY function in TECS II is used to query and display "Subject Records" stored in the database. Queries are made from formatted screens with "fill-in the blanks" for your search parameters. There is a separate query screen for each type of subject record (person, vehicle, vessel, aircraft, organization/business, and firearm). These screens are covered in detail later in this section.

In addition to allowing the input of query arguments, the query screens also allow you to vary the scope of your search. All of the queries are designed to automatically search the entire TECS II database. You can narrow this scope by limiting your search to only suspects or to only records from your agency or office.

You can also broaden your search by including other databases or systems in your query. Depending on the type of subject being queried and your authorization you can include NCIC, NLETS, or the Financial Database (FDB) in your query.

Once you have queried the database and found the subject(s) of interest, the system allows you to move to other records in the database through "links". When a subject record is displayed, you can request a list of the records related to that subject and select records from that list to view.

All of these functions are described in detail within this section.

ACCESSING SUBJECT QUERY

To access the Subject Query function, you must first be a valid TECS II user and logon to the TECS II system. From the TECS II MAIN MENU, type SQ in the CODE field and press ENTER.

```
-----
11:14          TECS II MAIN SYSTEM MENU          112387 T2MU0201
                                           T2PS0202
```

CODE	DESCRIPTION
SQ	SUBJECT QUERY

```
CODE:* SQ KEYID: _____
      PRESS PF10 TO CHECK FOR UNVIEWED EMAIL MESSAGES
      PRESS PF2 TO VIEW DAILY NEWS
(PF1=HELP)                                     (PF30=EMAIL)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
```

SQ10 SUBJECT QUERY

From the SUBJECT QUERY SUB-SYSTEM MENU, enter the access code SQ10 in the CODE field and press ENTER, to display the SUBJECT QUERY MENU. SQ10 may also be entered directly from the MAIN MENU by-passing the SQ MENU.

```
-----
00:00          TECS II SUBSYSTEM MENU          071687 T2MS0402
                                           T2PS0408
```

ACCESS CODE	DESCRIPTION
SQ10	SUBJECT QUERY

```
CODE:* _____ KEYID: _____
      (PF3=MAIN MENU) (PF4=PREV MENU)
END OF SUB-SYSTEM MENU
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
```

The SUBJECT QUERY MENU, lists the 5 types of subject queries that are available. Enter the 1 character code (listed on the left) to display the query screen for the type of subject that you wish to query.

15:12

TECS II - SUBJECT QUERY MENU

012288

T2MR10

T2PR10

AVAILABLE SUBJECT RECORDS:

P	Persons
V	Vehicles
X	Organizations
A	Aircraft
B	Vessels
F	Firearms

WHICH SUBJECT RECORDS DO YOU WANT TO QUERY? _

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

/\/

*NOTE: Although the above sample screen shows FIREARMS as an available subject record, it is not currently available in the system. Updates to this manual will be made as soon as this option becomes available.

SPECIAL QUERY FUNCTIONS

Before describing the specific query screens, there are several functions that are available from all or most queries. These will be described here.

TECS RECORD ID QUERY - All of the query screens contain a field for querying the TECS Record ID:

"ENTER TECS RECORD ID: _____"

This is the 14 character system number which uniquely identifies a subject record. If you know the TECS Record ID, this is the fastest, easiest, and most precise way to retrieve a record.

SUSPECT - ONLY QUERIES - All of the query screens contain the following line:

"TECS RECORDS- ALL: _ ONLY SUSPECTS: _"

The default is ALL. Although this field is blank, the system treats it as if an X is entered; you do not need to enter anything to include ALL records. However, you may want to limit your search to exclude non-suspect data. To do this, type an X in the ONLY SUSPECTS field. This will exclude non-suspect data such as: FAA aircraft and airmen and aircraft/pilot/passenger data from the private aircraft system.

AGENCY/SUB-AGENCY OWNED RECORDS - Each query screen also allows you to limit the retrieved records to those owned by your agency or sub-agency (for Customs users, your sub-agency is your district [I&C] or your office [OE]). This is done by using the following line:

"OWN BY- ALL: _ ONLY AGENCY-OWNED: _ ONLY SUB-AGENCY: _"

The default is ALL (once again, the system treats this field as if it has an X in it, even though it is blank); you need take no action to include all records. To limit the search, enter an X next to AGENCY-OWNED to retrieve only records owned by your agency (Customs, ATF, Interpol, etc.) or, enter an X next to "SUB-AGENCY" to retrieve only those records owned by your sub-agency.

RETRIEVING FINANCIAL DATABASE RECORDS - The person, and organization/business query screens contain the following line for specifying the retrieval of FDB records:

"FINANCIAL DATABASE RECORDS- ALL: _ CTR: _ FBA: _ CMIR: _"

Authorized users may type an X in the appropriate field(s) to retrieve one or more of the types of Financial Database records (Currency Transaction Reports, Foreign Bank Accounts, or Currency and Monetary Instrument Reports). Entering an X next to ALL will include all of these records in the search. The system default is none; you must place an X to include these records.

Authorized users of this capability are Customs and IRS. Other users will find that the system prevents them from locating the cursor in these fields. Also, I&C users from Customs are limited to the CMIR option only.

QUERYING NLETS - The person and vehicle screens contain the following line for requesting NLETS queries:

"NLETS MOTOR VEHICLE REGISTRATION- ENTER STATE CODE(S):_ _ _"

Enter the 2 character code(s) for the desired state(s) in these fields; a maximum of 5 is allowed. When a state code is entered here, the system will format and send an NLETS query to the specified state(s) using the query parameters entered on the screen.

For persons, a DQ-(driver's license) query will be sent. You must enter either last name/first name/date of birth/sex or driver's license number for a valid NLETS query (middle initial is optional, but may cause a "no match" for some states). For vehicles, an RQ-(registration) query will be sent. You must enter a license plate for an NLETS query (vehicle identification number queries are not yet available).

When an NLETS query is requested, the system will send the NLETS query and simultaneously query the TECS II database. If no match is found in TECS II, this will be indicated on your query screen. In addition, you will receive a message indicating that your NLETS query has been sent or, if the response is back, that an NLETS response has been received, as shown on the following screen:

12:12

TECS II - VEHICLE SUBJECT QUERY

120187

ENTER TECS RECORDS ID: _____

OR SELECT RECORDS TO BE SEARCHED

TECS RECORDS- ALL: ☐ ONLY SUSPECTS:SUB-RECORDS- ALL: ☐ ONLY AGENCY-OWNED: ☐ ONLY SUB-AGENCY: ☐NLETS MOTOR VEHICLE REGISTRATION-ENTER STATE CODE(S): VA

AND ENTER AT LEAST ONE SEARCH PARAMETER

LICENSE PLATE NUMBER: ABC123 STATE: VA COUNTRY: _____

VEHICLE ID NUMBER (VIN): _____

MISCELLANEOUS NUMBER: _____

NO MATCH FOUND.

** NLETS QUERY SENT - PRESS PF12 TO CHECK RESPONSE **

(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREVIOUS MENU)

/\

If a match was found in the TECS II database, the same NLETS messages will appear on your "HIT LIST". In either case, you can view the NLETS response by pressing the PF12 key. Even if the message does not indicate that an NLETS response has been received, you should press PF12 to check for responses. The system will not update the message unless you check.

When you press PF12 from the query or the TECS II HIT LIST, the "NLETS QUERY RESULTS" screens will display:

```

-----
06:42      TECS II - NLETS QUERY RESULTS (HIT LIST)  121487 T2MR18
                                           T2PR18
NUMBER  REQUEST MESSAGE
-----
   022 RQ.VAUSC6010.VA.*      .TXTLIC/ABC123.LIY/88.LIT/PC
-----

```

FIRST PAGE

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV SCREEN)
 (PF8=NEXT SCREEN)

~~~~~

If you have received any responses, your query(s) will display on the NLETS HIT LIST. The screen will display "NO UNACKNOWLEDGED MESSAGES" if none have been received. Pressing PF4 will return you to the HIT LIST or QUERY screen. You can view listed responses by placing a "V" next to the item and pressing ENTER. The NLETS response will display on the "NLETS RECORD DISPLAY" Screen:

```

-----
0642      TECS II NLETS RECORD DISPLAY  121487 T2MR19
                                           T2PR19
-----

```

\*\*\*\*\*

```

RR.VA00000000
04:40 12/14/87 00754
04:40 12/14/87 00325 VAUSC610
*CQUAAAB022
TXT
LIC/ABC123.LIY/0688. ISS/020482.
_____ M _____, AND
_____ P _____, OR SURVIVOR
_____ RD
VIRGINIA BEACH VA 23462
VIN/1GHY6935GW370167. VYR/86. VMA/OLDS.
VST/4D SDN.

```

(PF1=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF7=PREV SCREEN)  
 (PF8=NEXT SCREEN)

~~~~~

You can return from this screen to the NLETS HIT LIST by pressing the PF4 key. The system will automatically acknowledge a viewed message which will remove it from your NLETS HIT LIST.

Both the QUERY screen and the HIT LIST will always indicate any unviewed NLETS responses. Because of the slower response times associated with NLETS compared to TECS II queries, TECS response will usually appear before NLETS responses. Pressing the PF12 key will let you view the NLETS HIT LIST for any outstanding responses. This list will continue to be updated with new responses until you sign-off. Any responses received after you sign-off will be placed in your "queue" in the "NN" sub-system.

Querying NCIC - Person and vehicle queries automatically search the NCIC wanted person and stolen/felony/stolen plate vehicles stored in TECS II. These are records received through the TECS/NCIC interface and stored as an index in TECS II. If you "hit" one of these records they will appear on your hit list with a status code indicating an NCIC record. If you view the record, a special message will appear specifying that you should:

"PRESS PF12 TO SUBMIT AN NCIC QUERY"

See the following example:

06:25 TECS II PERSON SUBJECT DISPLAY SCREEN (1of5) 012687 T2MR20
T2PR20

TECS RECORD ID: P8729872900A01 ARMED & DANGEROUS
NAME - LAST: _____ TITLE: _____
FIRST: _____ OTHER - 1: _____
2: _____ 3: _____ 4: _____
X FOR ALIASES: _____
MONICKERS: _____
DOB: 090844 _____ RACE: W _____ SEX: M MAR STATUS: _____
EYES: BL _____ HAIR: BR _____ HT: 600 000 000 WT: 175 000 000
SSN: 000000000 _____ CITIZENSHIP: _____
PPN: _____ COUNTRY: _____ TYPE: _____ ISSUED: 000000 EXPIRES: 000000 MORE: _____
STATUS: SW NCIC WANTED PERSON _____ DATE: _____
OWNER: A01 FBI / NCIC FBI NCIC-RECORD 225725123
TELEPHONE: 999 999 9999 PRIMARY?: A ON PRIMARY, MANDATORY

NCIC WANTED PERSON-VALIDATE WARRANT VIA SECONDARY. ALL NCIC DATA
MUST BE VERIFIED VIA DIRECT QUERY TO NCIC. TAKE NO ACTION BASED
SOLELY ON THIS DATA.

PF13 FOR NEXT SUB-RECORD
PRESS PF12 TO SUBMIT AN NCIC QUERY
(PF1=HELP) (PF3=MAIN MENU) (PF4=QUERY RESULTS) (PF8=NEXT PAGE)
(PF13=NEXT SUB-RECORD) (PF14=LINK LIST) (PF16=PRINT RECORD)
/\ /\

FROM NCIC ON 12/14/87 AT 06:27:11 PRESS ENTER TO CONTINUE
1L01CS838000400004
VAUSC6010

MKE/WANTED PERSON
ORI/CA0194276 NAM/_____, I _____ W _____ SEX/M RAC/W DOB/090844 HGT/600
WGT/175 EYE/BLU HAI/BRO FBI/ _____ 879203F
MNU/OA-850605 OLN/SO763662 OLS/CA OLY/78 OFF/LARCENY DOW/100677
OCA/77508127
MIS/WTD GRAND THEFT PRO 50,000 DLRS BAIL, 24HR WRT VERIF 213 485-
3782

10981 BFD

ORI IS LOS ANGELES PD CA
DOB/080938
AKA/_____, I_____
NIC/W175782061
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

MKE/WANTED PERSON
ORI/VAUSM0058 NAM/_____, I____ SEX/M RAC/W POB/NZ DOB/08944 HGT/600
WGT/203 EYE/BLU HAI/BRO FBI/ 879203F
OFF/PAROLE VIOLATION - SEE MIS DOW/071377 OCA/20219149
MIS/MAY PRES BE IN LONDON ENG CONT/703 2851100
ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA
NIC/W170922017

[illegible]

Pressing ENTER will return you to the TECS II record display.

Depending on the code entered in the SUBJECT QUERY MENU, one of the 6 SUBJECT QUERY screens will display. These screens are described below. NOTE - only the functions specific to the subject type are covered. The general query functions are covered in the previous portion.

10:42	TECS II - PERSON SUBJECT QUERY	011488	T2MR11 T2PR11
-------	--------------------------------	--------	------------------

OR SELECT RECORDS TO BE SEARCHED

TECS RECORDS- ALL: - ONLY SUSPECTS:
OWNED BY- ALL: - ONLY AGENCY-OWNED: - ONLY SUB-AGENCY-OWNED: -
FINANCIAL DATABASE RECORDS- ALL: CTR: FBA: CMIR:
NLETS MOTOR VEHICLE REGISTRATION- ENTER STATE CODE(S): -

NAME- LAST: _____ FIRST: _____ MIDDLE: _____ X FOR SOUNDEX: _____
DATE OF BIRTH(SINGLE DATE OR RANGE) _____ SEX: (ONLY NLETS) _____
SSN: _____ PASSPORT-NUMBER: _____ COUNTRY: _____
DRIVERS LICENSE#: _____ STATE: _____ COUNTRY: _____
ALIEN REGISTR#: _____ BORDER CROSSING CARD: _____
PILOTS LICENSE#: _____ COUNTRY: _____
TELEPHONE: _____
MISCELLANEOUS NUMBER: _____

```
(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PERV MENU)
```

This screen is used to query person subjects. When the screen is displayed, the cursor will be located in the NAME field since this is the most common query. However, there are several available functions on this screen which are covered below:

LAST NAME - Enter the full last name of the subject for which you are searching. The last name is typically used in conjunction with first or middle names and date-of-birth, but you can query on last name alone. This will, of course, be a broader search. The system will search the database for records with last names that exactly match the entered last name. The search will include aliases and parts of compound last names (e.g., "GARCIA" will retrieve "GARCIA Y VEGA").

A WILDCARD capability is also available. If you want to search on last names beginning with certain characters, enter those

characters followed by "?". For example, "SMIT?" will retrieve "SMITH, SMITTY, SMITHSON", etc. You must enter at least 4 characters before the wildcard.

FIRST NAME - The FIRST NAME field may only be used in conjunction with LAST NAME. Enter as much of the first name as is known. You may enter just the first initial or leave this field blank (this will produce more matches). The system will search for all records with the exact entered LAST NAME and a match on the shorter string of either the queried first name or the first name in the database (e.g., "T", "TIM", & "TIMOTHY" are all matches; "TOM" and "THOMAS" are not).

MIDDLE NAME - This field is used with the LAST NAME, FIRST NAME, and, optionally, DATE-OF-BIRTH. The database search works in the same manner as FIRST NAME (i.e., shorter string).

SOUNDEX - If an "X" is entered in this field, a SOUNDEX search will be performed using characters extracted from the LAST NAME and first character of FIRST NAME.

DATE OF BIRTH - The DOB is optional. If entered, it will be used in conjunction with the LAST NAME and, if entered, FIRST NAME and MIDDLE NAME. The DOB may not be used by itself. Enter the DOB in "MMDDYY" format (e.g., "122587"). If a DOB is used, it must match exactly with a DOB in the database to return a "hit". However, you may enter 2 DOB's in the fields provided to create a range of dates for you query.

SEX - This field is required for NLETS queries. It is not used for TECS II queries. You must enter "M" or "F" for NLETS queries.

SSN - SOCIAL SECURITY NUMBER is a "stand-alone" query field. The system will return all records exactly matching the SSN, independently of any other search criteria.

PASSPORT NUMBER and COUNTRY - The PASSPORT NUMBER is also stand-alone. However, you may optionally enter a PASSPORT COUNTRY code to limit your search to PASSPORT NUMBERS from a particular country. You may not use the COUNTRY field by itself.

DRIVERS LICENSE NUMBER, STATE, and COUNTRY - Like the PASSPORT NUMBER, this is a stand-alone query field, but the 2 character STATE and/or COUNTRY CODE(S) may be used to limit the search to DLN's from a specific state or country.

ALIEN REGISTRATION and BORDER CROSSING CARD - These are both stand-alone query fields which will independently return any record exactly matching the entered numbers.

PILOTS LICENSE NUMBER and COUNTRY - This is an independent query field with the 2 character code of the licensing country available as a limiter.

TELEPHONE - Use this field to query telephone numbers. If known, enter the full area code (3 characters), exchange (3 characters), and number (4 characters) in the spaces provided. This will return all records exactly matching the entered number. You may leave off the area code and/or the exchange, but the 4 character "number" portion is required. Following are examples of valid telephone number queries:

123 456 7890, 456 7890, 123 7890, 7890

MISCELLANEOUS NUMBER - TECS II stores a variety of numbers and codes in a field called "MISCELLANEOUS NUMBER" which is carried in all of the subject records. Enter the "number" (ID, code, etc.) that you have to search person subject records for an exact match on the number. NOTE - The "wildcard" function is also available for this field. Type the beginning part of a number (at least 4 characters) followed by a "?" to locate all person records with MISCELLANEOUS NUMBERS beginning with the entered characters. The MISCELLANEOUS NUMBER field contains 3 specific kinds of numbers to help identify records converted from the old TECS system. These are:

- 1) SYSID: the unique ID number from "Scanline 20" in the old system.
- 2) CF INDEX: the Central Files Index number "Scanline" - in the old system. Frame numbers are included, separated by a hyphen (-): For example, "2724562-001". Use the wild card character (?) to query CF numbers without phone numbers.
- 3) CASE NUMBERS - Case Numbers from "Scanline 36" and related case numbers from "Scanline 54".

12:12 TECS II - VEHICLE SUBJECT QUERY 120187 _____

TECS RECORDS- OR SELECT RECORDS TO BE SEARCHED
SUB-RECORDS ALL: ONLY SUSPECTS:
ALL: ONLY AGENCY-OWNED: ONLY SUB-AGENCY:

AND ENTER AT LEAST ONE SEARCH PARAMETER

MISCELLANEOUS NUMBER:

The following query fields and functions are available for vehicle queries.

VEHICLE ID NUMBER (VIN) - The VIN query is a stand-alone query independent of the LICENSE PLATE query. You may enter both a VIN and LICENSE PLATE to perform a dual query on the database. Records containing either the VIN or the LICENSE PLATE will be returned as matches.

50 - 12

12:12 TECS II ORGANIZATION SUBJECT QUERY 120187

OR SELECT RECORDS TO BE SEARCHED
TECS RECORDS- ALL: ONLY SUSPECTS:
SUB-RECORDS- ALL: ONLY AGENCY-OWNED: ONLY SUB-AGENCY:
FINANCIAL DATABASE RECORDS- ALL: CTR: FBA: CMIR:

NAME: _____

IRS#:
DUNS #:

CUSTOMS (ACS) #: TELEEX CODE:

MISCELLANEOUS NUMBERS:

(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

NAME ~ Use this field to query an organization by its name. Enter the full name available to you. The system will check for exact matches on names or alias names in the system. It will also check for matches on parts of compound names. For example, if "ACME" is queried, it will hit on ACME, ACME ENTERPRISES, ACME & SONS, AMERICAN ACME, etc. A "wildcard" function is also available. If you enter the first portion of a name (must be at least 4 characters) followed by "?", the system will find all names beginning with three characters (including parts of compound names).

IRS# - This is the 9 character code assigned by IRS to identify a business; also called the "EIN". The system will search for exact matches on the entered IRS#, independently of any other fields used on this screen.

DUNS# - Use this field to query a business by its "DUN & BRADSTREET" number. This is an independent query.

CUSTOMS (ACS)# - The Customs Service assigns numbers to businesses doing business through ACS when an established number is not available. Use this field to perform an independent query on ACS numbers.

TELEX CODE - This is a unique identifier for businesses using the worldwide TELEX system. Like the other fields on this screen, it may be used to do a stand-alone query of the database.

MISCELLANEOUS NUMBERS - See the description under PERSON QUERY.

As described above, each of the fields on this screen are independent. You may query on any single field. If multiple fields are used, the system will return records which any of the queried fields.

A - AIRCRAFT QUERY

12:12 TECS II AIRCRAFT SUBJECT SCREEN (1 OF 4) 012887

TECS RECORD ID: _____ ARMED AND DANGEROUS: __ OVERFLIGHT EXEMPT: __

REGISTRATION NUMBER: _____

ALIAS: _____

MFG-NAME: _____ SERIAL#: _____ SERIES CODES: _____

MODEL/SERIES NAME: _____ MODEL CODE: _____ SERIES CODE: _____

YEAR: _____ TYPE: _____ CATEGORY: _____ ENGINE TYPE: _____ #SEATS: _____

COLOR(1) - BODY 1: __ BODY 2: __ TRIM: __
 (2) BODY 1: __ BODY 2: __ TRIM: __

WEIGHT: _____ CRUISING SPEED: _____

STATUS: _____ DATE: _____

OWNER-AGENCY: _____ NAME: _____

TELEPHONE: _____ PRIMARY?: _____

(PF1=HELP) (PF3=MAIN MENU) (PF4=QUERY RESULTS) (PF8=NEXT PAGE)
(PF13=NEXT SUB-RECORD) (PF14=LINK LIST) (PF16=PRINT RECORD)

\/

The VESSEL QUERY Screen has 5 query fields. Each field is independent of the other. You may query on single or multiple fields. If multiple fields are used, the query will return records matching any of the queried fields. The query fields are described below:

NAME - Use this field to query the vessel name. You may use the full vessel name or, if it is a multi-part name, part of the name. For example, you could query on "BLUE LIGHTNING" to return all matches on that full name or you could use "BLUE" or "LIGHTNING" to return matches on records with names containing those words. The wildcard (?) function is also available for vessel names.

VESSEL ID NUMBER - Use this field to query ID numbers for non-commercial vessels. Either the State or Coast Guard registration number will be stored in this field.

RADIO CALL SIGN - Use this field to query any type of vessel based on its radio call sign.

LLOYDS REGISTRATION NUMBER - Use this field to query commercial vessels based on their Lloyds registration number.

MISCELLANEOUS NUMBER - See the description under PERSON QUERY.

USING THE TECS II HIT LIST

When you fill-in a SUBJECT QUERY screen and press the ENTER key, the database will be searched with your search parameters. If no matches are found, the message "NO MATCH FOUND" will display on your QUERY screen. If any matches are found, the SUBJECT QUERY RESULTS (HIT LIST) screen will display:

3 RECORDS WERE RETRIEVED

SQ - 17

If a record appearing on the HIT LIST has any sub-records, an "S" will appear preceded by a number indicating the number of sub-records (e.g., "3S" would indicate 3 subrecords). These sub-records can be viewed as part of the view process if this item is selected for viewing from the HIT LIST. See the MS SUBJECT MAINTENANCE section of this manual for a discussion of sub-records.

The other possible indicator is "A" for alias. If your query returned a match because of a hit on an alias, this "A" will appear. For example, you may have queried "JOHN SMITH" and find a record with "BILL JONES" on your HIT LIST. An "A" next to this record will show that "BILL JONES" has an alias of "JOHN SMITH". Aliases can be seen as part of the view process when you select a record for viewing.

As noted above, each record on the HIT LIST contains descriptive information for the listed subject. This data is different for each type of subject (person, vehicle, etc.). The data displayed for each type of subject is shown below:

PERSON - Last name, first name, middle initial, race, sex, date-of-birth
example: "JONES, WILLIAM H W M 122550"

VEHICLE - License plate number, state code, country code, VIN, year, make, model
example: "ABC123 CA US VIN12345 88 CHEV CAMERO"

VESSEL - Vessel name and vessel ID number
example: "ANDREA DOREA 12345678"

BUSINESS - Business name, IRS#, DUNS#
example: "ACME ENTERPRISES 123456789 00246871"

AIRCRAFT - Tail number, manufacturer, model/series, # of engines
example: "N12345 CESSNA CA155 2"

VIEWING SUBJECT RECORDS

When a subject record is selected from the HIT LIST for viewing, it will display on the SUBJECT DISPLAY screens appropriate to the type of subject selected. The SUBJECT DISPLAY screens for each of the different subject types are shown at the end of this section. The various functions that are available while viewing subjects are covered below:

ACCESSING THE DISPLAY SCREENS - When a subject is selected from the HIT LIST for viewing, the first display screen for that

subject will display. It will indicate at the top of the screen "(TYPE) SUBJECT DISPLAY SCREEN (1 OF _)". PERSON SUBJECTS, for example, will say: "1 of 5" to indicate that you are on the first of 5 screens. To view these other screens, press the PF8 key. This will move you to the next screen, one screen at a time. When you are on the last screen, the PF8 key will have no effect. Use the PF7 key to move backward through the screens.

Each screen contains a particular group of data. All fields are marked with field labels followed by a colon (e.g., "TELEPHONE:"). Following the colon is an underlined area containing the data value stored in that field. The underlined area will be blank or, in some cases, contain "0" if there is no data. Unfortunately, there is no indication on the first screen as to which screens contain data. You must use the PF8 key to move forward to check for data. However, the screens have been designed so that the most commonly used fields are on the first screen.

You may return to the HIT LIST from any display screen by pressing the PF4 key. You may also return to the MAIN MENU at any time by pressing PF3.

VIEWING ALIASES AND MULTIPLE OCCURRING DATA - Many of the subject record fields, including person aliases, occur multiple times. Some examples are: Address, Telephone, Place of Birth, and Miscellaneous Number. When viewing subject records, only the first occurrence of these fields is shown on the subject display screens. If there are other occurrences for one of these fields, a plus sign (+) will appear in a special field labeled "X FOR MORE:+". To view the additional data, type PF8 key. This will display a screen with the additional occurrences for that field.

When you have finished viewing the multiple occurring fields screen, press PF8 to return to the SUBJECT DISPLAY screens. You will be returned to the screen following the screen that you left. NOTE - you can place "X's" in more than one "X FOR MORE" field. If you do, PF8 will display the first of the selected multiple occurring field screens. When you press PF8 from this screen, the next selected multiple occurring field screen will display. Pressing PF8 on the last selected multiple occurring field screen will return you to the SUBJECT DISPLAY screens.

VIEWING SUB-RECORDS - As described previously on HIT LIST, records that have sub-records will be displayed on the HIT LIST with an indicator of the number of sub-records ("15, 25, 35" etc.). These sub-records may be seen from the SUBJECT DISPLAY screens.

When a subject is found, a message at the lower left will display: "NO SUB-RECORDS" if there are no sub-records. If there are sub-records, the message will say "PF13 FOR NEXT SUB-RECORD". Pressing PF13 will display the next sub-record. The first

display screen for that sub-record will also show the message "PF13 FOR NEXT SUB-RECORD". You can keep pressing PF13 to view sub-records one after another until you return to the first record. This record display will again say "PF13 FOR NEXT SUB-RECORD" but, below this message, will be another message saying "BACK TO FIRST SUB-RECORD", to indicate that you are back where you started.

The PF13 sub-record function is only available on the first SUBJECT DISPLAY screen for any subject. Once you have reached a sub-record through the PF13 process, you may perform any of the viewing functions. Remember, sub-records are treated no differently than any other subject record; they are simply subject records on the same subject which share the same TECS-RECORD-ID (with the exception of the last 3 characters of the TECS-RECORD-ID which identify the agency/sub-agency owning that particular sub-record).

VIEWING RELATED RECORDS - Another function available from the SUBJECT DISPLAY screens is that of selecting and viewing records related to the subject and viewing records related to the subject you have retrieved. This is done by pressing the PF14 key. You may use the PF14 key from any display screen. As mentioned above, all view functions, including PF14, are available from sub-records. However, be aware that only those records related to the specific sub-record being viewed will display with PF14.

When PF14 is pressed, the "LIST OF RELATED RECORDS" screens, will display:

```
-----
12:12          TECS II - LIST OF RELATED RECORDS          120187

          3 RECORDS ARE RELATED TO BASE RECORD

P8700003300CJX      JONES      JACK      Q W M 083144

_P8600031200CLA      SNAKE      J              B M 121212
_CI SUBJECT OF CURRENT INVESTIGATION                      S-RELATIVE
_A8500012300F00      ACFT FOO N12345E CESSNA C172

_87MO5120123          MOIR C12  CUSTOMS-LAREDO DIST SMITH  GEORGE
_INFORMATION RE POSSIBLE SMUGGLING USING AIRCRAFT          SOURCEDOC
-----
```

ENTER A "V" IN FRONT OF THE RECORD YOU WANT TO VIEW AND PRESS ENTER

(PF1=HELP) (PF3=MAIN MENU) (PF4=HIT LIST) (PF7=PREV SCREEN)
 (PF8=NEXT SCREEN) (PF15=BASE RECORD) (PF17=HOME RECORD)
 \\\

This screen is very much like the HIT LIST screen. It lists the records related to the record you have been viewing and, for each of these records, displays 2 lines of descriptive information. You may select from this list by placing a "V" next to the desired record and pressing ENTER.

The RELATED RECORDS LIST will show subject records, source documents and cases. Subject records are displayed in the same format as on the HIT LIST. Source documents and cases have a slightly different format. Instead of a TECS-RECORD-ID, the identifying number for these records will be a case number, seizure number, or whatever is appropriate for that type of document. Immediately to the right of this number will be a 4 character code indicating the Type of record ("CASE, ROI, MOIR, SAS," etc.) Following this will be the 3 character agency/sub-agency code of the office owning the record, the name of the originator (or case agent), and the date the record was entered. The second line will display the topic of the document or the case title.

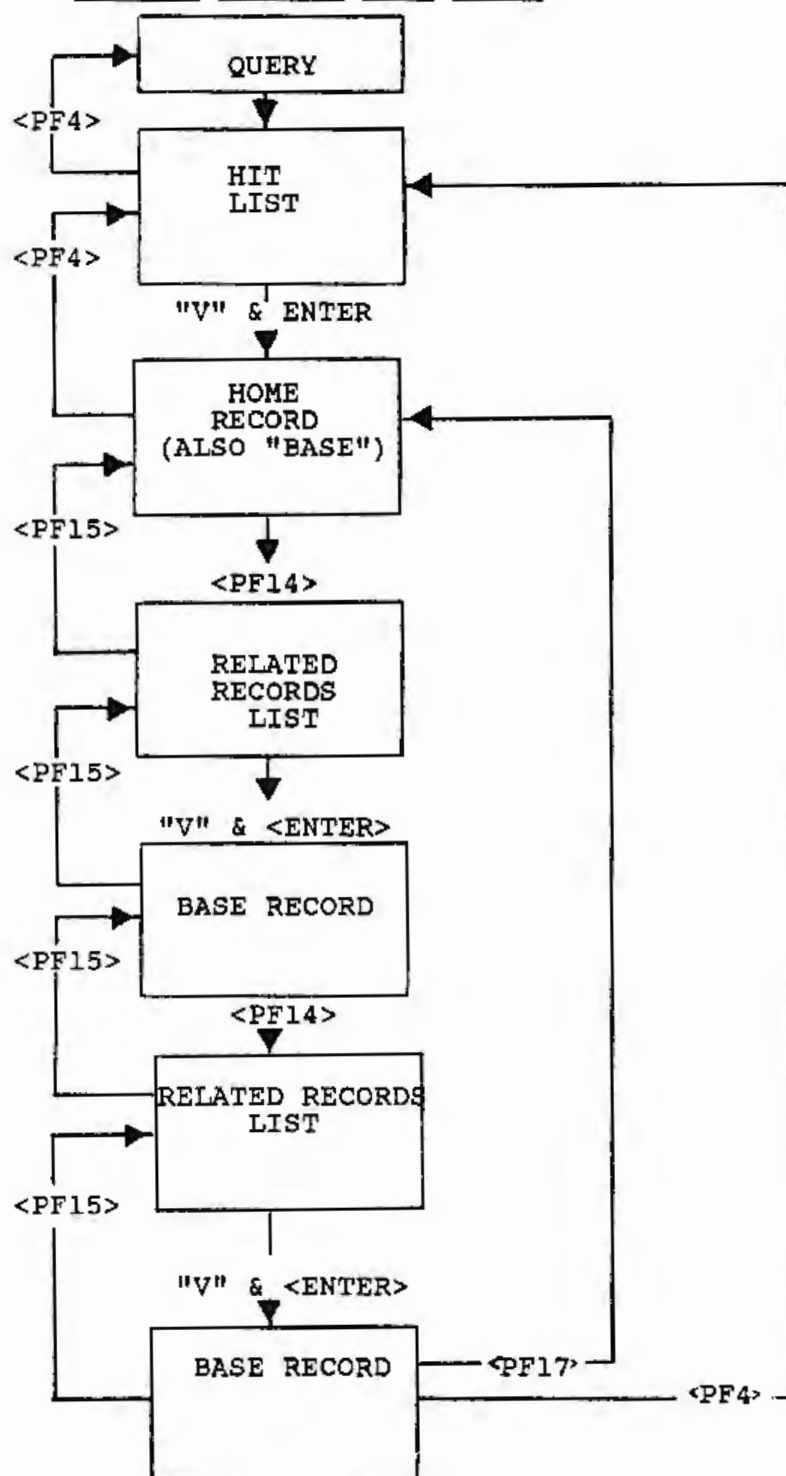
When you select a record from the list, it will display in the format appropriate to the type of record. Subject records will display exactly as they have been described in this section with all of the available features. Cases and source documents will display on the screens described in the GQ GENERAL QUERY section of this manual. In general, selecting records from the RELATED RECORDS LIST is the same process as selecting records from a HIT LIST.

Once you have selected a record for display, you may again use the PF14 key to see the RELATED RECORDS LIST for that record, select a record from that list, and so on. You may also return to the RELATED RECORDS LIST from a selected record by pressing the PF15 key. From the RELATED RECORDS LIST, you may then select another record for viewing. You may also return to the record that generated the list by pressing PF15. From any record or list, you can return to the HIT LIST by pressing PF4. You may also return to the initial record selected from the HIT LIST by pressing PF17.

In general, you can always go "forward" one step, or "backward" one step, or return to the beginning of the process. The following chart may help to explain the "flow" of the related records process. Two terms are used for ease of communication:

"HOME RECORD" refers to the record selected from a HIT LIST.

"BASE RECORD" refers to the record from which a RELATED RECORDS LIST was generated.

RELATED RECORDS FLOW CHART


```
(From any screen):          <PF4>      - Return to HIT LIST  
                             <PF17>     - Return to HOME RECORD  
  
(From RELATED RECORDS LIST): <PF15>     - Return to BASE RECORD  
                             "V"&<ENTER> - Select record to view  
  
(From displayed record):    <PF15>     - View RELATED RECORD  
                                     LIST  
                             <PF15>     - Return to previous  
                                     RELATED RECORDS LIST
```

Another function available from a SUBJECT DISPLAY screen is that of printing the displayed subject. This is done by pressing the PF16 key which will display the following screen:

WHAT DO YOU WANT TO PRINT:

- S SUB-AGENCY RECORD FOR THIS SUBJECT
SL SUB-AGENCY RECORD FOR THIS SUBJECT AND LIST OF LINKED RECORDS
R ALL RECORDS FOR THIS SUBJECT
L LIST OF LINKED RECORDS
A ALL RECORDS FOR THIS SUBJECT AND LIST OF LINKED RECORDS

ENTER THE APPROPRIATE LETTER: A

RECORD WILL BE PRINTED AT THE DEFAULT PRINTER

OR ENTER THE PRINTER IDENTIFICATION NUMBER: R10

PRESS ENTER OR CHANGE THE DEFAULT VALUES AND PRESS ENTER TO PRINT
RECORD OR PRESS PF12 TO RETURN TO RECORD DISPLAY WITHOUT PRINTING

(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=HIT LIST)
(PF12=DISPLAY RECORD)

~~~~~(1115) SYSTEM RECORDS~~~~~

SQ - 23

The other field is the default printer. This field should contain a "REMOTE ID" for the remote printer at your location (not your screen printer). You may leave this value to have the record printed on your local printer. You may also type over the value with another printer ID to send the record to a different printer. NOTE - if the default printer field is blank, you must enter a printer ID in this field to direct the print output to a printer. You should also contact the TECS II Data Center to have a default printer defined for your location.

After you have changed these fields, or left the initial defaults, press ENTER to initiate the print process. The system will respond with:

"JOB DTECSAAA HAS BEEN QUEUED TO RNNN. PRESS ENTER TO CONTINUE"

Press ENTER again to return to the display screen. If you decide not to print a record after this screen displays, press the PF12 key to return to the DISPLAY screen.

Using this PF16 process will produce a formatted 11 x 8.5 hardcopy print of the selected subject on your designated printer. Your other print option is to use the screen printer associated with your terminal. To do this, simply press the PRINT SCREEN key located to the right of the PA2 key on your terminal keyboard. This will print whatever screen is currently displayed.

INSERT INDEX XIV (SYSTEM SUPPORT)



## OVERVIEW

The System Support function also provides a means of viewing and maintaining the various tables used in TECS II.

EDIT TABLE MAINTENANCE  
PRIMARY QUERY HISTORY FILE  
ARCHIVE MAINTENANCE RECORDS.  
UPR MAINTENANCE  
GROUP SIGN-ON  
REPORT RETRIEVAL  
DATA ACCESS FILE SCREEN  
ARCHIVE DATA SELECT & PRINT  
ON-DEMAND UPR REPORTS  
MODIFY ASA

|       |                          |        |          |
|-------|--------------------------|--------|----------|
| 09:45 | TECS II MAIN SYSTEM MENU | 082387 | T2MU0201 |
| CODE  | DESCRIPTION              |        |          |
| SS    | SYSTEM SUPPORT           |        |          |

Once you have entered the SS code into the CODE field on the MAIN MENU and press the ENTER key, the SUBSYSTEM FOR SYSTEMS SUPPORT Screen will display with all of the available options.

| ACCESS CODE | DESCRIPTION             | ACCESS CODE | DESCRIPTION               |
|-------------|-------------------------|-------------|---------------------------|
| SS01        | EDIT TABLE MAINT. MENU  | SS07        | DATA ACCESS FILE SELECT   |
| SS09        | PQH FILE & YEAR SELC.   | SS14        | ARCHIVE DATA SELECT&PRINT |
| SS15        | ARCHIVE MAINT. REC SEL. |             |                           |
| SS19        | UPR MAINTENANCE         | SS22        | ON-DEMAND UPR REPORTS     |
| SS23        | GROUP SIGN-ON           |             |                           |
| SS25        | SEAR MENU               | SS51        | TEXT SEARCH SUB MENU      |
| SS63        | REPORT RETRIEVAL        |             |                           |

END OF SUB-ROUTINE NAME

The first screen of table ID's and titles will be displayed in alphabetical order by table ID. By pressing PF8, you can page forward through the list of available tables.

| TABLE ID | TABLE NAME                 |
|----------|----------------------------|
| AA       | TABLE DESCRIPTIONS TABLE   |
| AAC      | AMATEUR CERTIFICATION CODE |
| ACC      | AIRCRAFT CATEGORY CODE     |
| ACD      | AIRPORT CODES              |
| ACI      | AIR CARRIER INDICATOR      |
| ADP      | DISTRICTS AND PORTS        |
| AET      | ENGINE TYPE CODE           |
| AGN      | AGENCY CODES               |
| ALC      | AIRLINE CODE               |
| AMM      | AIRCRAFT MAKE & MODEL      |

```
(PF1=HELP) (PF2=FIELD HELP (PF3=MAIN MENU) (PF6=FIRST PAGE)
(PF8=NEXT PAGE) (PF10=VIEW TABLE)
```

Below is the second screen that would be displayed by pressing the PF8 key. To view the codes in a particular table, enter the Table ID in the TABLE ID:\* field and press the PF10 key. For example if you wanted to view the list of agency/sub agency codes, ASA would be entered in the Table ID field.

If you already know the code for the table you want to view, enter that code in the TABLE ID field and press PF10. You will be taken directly to the first screen of valid codes in the table, eliminating the need to scroll through the list of tables.

| TABLE ID | TABLE NAME                    |
|----------|-------------------------------|
| AOC      | APPROVED OPERATION CODES      |
| APR      | AIRCRAFT PREFIX               |
| ARN      | AIRCRAFT REGISTRATION NUMBERS |
| ASA      | AGENCY/SUB-AGENCY CODES       |
| ATC      | AIRCRAFT TYPE CODE            |
| ATR      | TYPE OF REGISTRANT CODE       |
| AWC      | AIRWORTHINESS CLASSIFICATION  |
| BDA      | DIVISION A                    |
| BDB      | DIVISION B                    |
| BDF      | DIVISION F                    |

SS-4



120687 T2MH020  
T2PH020

TABLE NAME: \* AGENCY/SUB-AGENCY CODES

CODE: \*

SS-5

TECS II

USER'S MANUAL

SS07 DATA ACCESS FILE SELECT

THIS PORTION WILL BE DELIVERED WITHIN THE MARCH 1988 TIMEFRAME.

### SS09 PQH FILE AND YEAR SELECTION

Data about Landborder and Airport crossings (by vehicles and passengers, respectively) are moved daily to one-year history files.

As long as the data is on the one-year file, it can be retrieved on-line (the record will be retrieved and displayed on your terminal or printed immediately).

Primary query transactions are generated from the process of performing a TECS inquiry on the name of a person entering the U.S. at a passenger processing facility or on the license plate of a vehicle entering the U.S. at a landborder port.

Primary users have immediate access to query history transactions for a period of 24 hours at landborder vehicle terminals and 3 months at airport passenger processing terminals.

In summary, the Primary Query History Retrieval process provides on-line query capability to both the Landborder (vehicle) and the Airport (passenger) one-year history files. It also allows for the overnight retrieval (via printed reports) of records between 1 and 6 years old.

From the TECS II Main Menu select System Support "SS" and press ENTER. From the System Support Subsystem Menu select PQH FILE & YEAR SELECTION "SS09" and press ENTER.

These on-line programs will allow you first to identify the crossing type (Vehicle or Passenger), on-line or archived search, and location of the output device; then second the user will select a subset of records based on values entered for one or more fields.

When the TECS II - PRIMARY QUERY HISTORY FILE AND YEAR SELECTION screen appears (below), you have several options available to you.

55-8



The Passenger Selection Screen gives you the opportunity to select records about an Airport crossing on specific field values. The fields available to you are:

1. Name or Date of Birth
2. Passport ID or Country
3. Airport Location Code
4. Inspector ID
5. Terminal ID
6. Date (single value or from/to range)
7. Time (range only; single value not allowed)
8. Referral Indicator

When you have completed the appropriate item(s) in the screen, press RETURN. Any errors in a field or omission of mandatory fields will result in a message highlighted at the bottom of the screen.

```
-----
11:30    TECS II - PRIMARY QUERY HISTORY  111787  T2MG0701
          PASSENGER ACTIVITY                T2PG0701
3 MONTH QUERY                                PAGE NO. 001
NAME      DOB      PASSPORT #  QUERY  REF  AIRPT
          DATE  TIME  SEC      LOCAT
JONES     JOHN    12/18/37      11/3/87 15:17  N   2720
          TERM: 03  INSPECTOR: 534-36-1586
JONES     JOHN    07/07/44      11/12/87 15:52  N   2720
          TERM: 01  INSPECTOR: 089-42-4974
JONES     JOHN    02/20/52      11/10/87 14:27  N   2720
          TERM: 03  INSPECTOR: 440-44-7532
```

END OF DATA.

```
(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
          (PF6=FIRST PAGE) (PF7=PREV PAGE) (PF8=NEXT PAGE)
/\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\ /\
```







---

11:22 TECS II PRIMARY QUERY HISTORY 111787 T2MG0401  
VEHICLE CROSSING SELECTION T2PG0401

LICENSE PLATE:ABC123 STATE CODE:

LANDBORDER CODE:2304

TERMINAL ID:

INSPECTOR:555901234

REFERRAL INDICATOR:

PORT RUNNER:

DATE: THROUGH

TIME: THROUGH

ENTER SELECTION CRITERIA AND PRESS (RETURN)  
(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

A successful Passenger query may result in a display that indicates there are no records that satisfy your search criteria. If records are found, they are returned to your terminal (or printer). The example below illustrates a terminal display of returned records.

---

08:54 TECS II - PRIMARY QUERY HISTORY 112387 T2MG0501  
VEHICLE CROSSING ACTIVITY T2PG0501

\*\*\*\*\* UNABLE TO REPRODUCE THIS SCREEN DUE TO ITS SIZE \*\*\*\*\*

/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\

TECS II

USER'S MANUAL

SS14 ARCHIVE DATA SELECT & PRINT

THIS PORTION WILL BE DELIVERED WITHIN THE MARCH 1988 TIMEFRAME.

TECS II

USER'S MANUAL

SS15    ARCHIVE MAINTENANCE RECORD SELECTION

THIS PORTION WILL BE DELIVERED WITHIN THE MARCH 1988 TIMEFRAME.

## 1

Only System Control Officers (SCO's) are allowed to perform the add and update functions for other users. Any user can query and display another user's (or his own) UPR. Also, any user can update certain parts of their UPR (the address/telephone data and their designated "acting supervisor").

The sub-menu of UPR functions may be accessed from the "SS" sub-system menu by typing "SS19" into the "CODE" field. You may also access the UPR sub-menu by typing "SS19" or "UP" into the "CODE" field on the TECS II Main Menu. Any of these methods will result in the display of the UPR SUBSYSTEM FOR USER PROFILE RECORD shown below:

| ACCESS<br>CODE | DESCRIPTION           | ACCESS<br>CODE | DESCRIPTION      |
|----------------|-----------------------|----------------|------------------|
| UP01           | UPR ADD (SCO)         | UP10           | UPR UPDATE (SCO) |
| UP13           | UPR UPDATE LIST (SCO) | UP15           | UPR VIEW (SELF)  |
| UP20           | UPR MAINT (SELF)      |                |                  |

(PF3=MAIN MENU) (PF4=PREV MENU)

~~~~~

This example displays all of the UPR functions; your sub-menu will display only those functions for which you are authorized. to select an item, type the specific 4 character code into the "CODE" field. If you are adding a UPR (UP01), updating a specific user's UPR (UP10), or querying another user's UPR (UP15), you must also key the desired user's 9 digit user-id into the KEYID field (this is the only sub-system that uses the KEYID

It is not necessary to go to the UPR sub-menu to enter the function (or "transaction") codes. You may also enter the 4 character transaction code and accompanying user-id (if needed) directly on the Main Menu or on the system support ("SS") sub-menu. The following example shows the function code for adding a UPR (UP01) and a sample user-id entered on the Main Menu:

CODE	DESCRIPTION
AT	ATF OPERATIONS
CM	CASE MANAGEMENT
GQ	GENERAL QUERY
IL	INTELLIGENCE ANALYSIS
IO	INSPECTION OPERATIONS
MI	MANAGEMENT INFORMATION
MS	SUBJECT RECORD MAINTENANCE
NN	NCIC/NLETS
SA	SUPERVISORY APPROVAL
SQ	SUBJECT QUERY
SS	SYSTEMS SUPPORT
TR	TRAINING

PRESS PF2 TO VIEW DAILY NEWS
(PF1=HELP) (PF10=EMAIL)
~~~~~

The specific UPR functions are covered next.

## UP01 - ADDING A UPR

Overview of UP01 - All users must have a UPR before they can access TECS II. UPR's are entered by the SCO for the organization where the user works; non-SCO's are not authorized to add UPR's. When an SCO adds a UPR, he becomes the "owner" of that UPR which allows him to update that UPR as needed. In addition, the SCO who "owns" the SCO doing the add will also be able to update the UPR, as will his SCO and so on. This "chain" or hierarchy of SCO's is an important concept in dealing with UPR's.

When adding or modifying a UPR, you are only able to grant to the user those authorities that you have in your UPR. You are also limited in how you specify the user's organizational data (his agency, office, etc.). To grant a user additional authorities that are not in your UPR, you will need to have your SCO first modify your UPR to give you the additional authorities. Once again, the chain" of SCO's is the important consideration here. (NOTE - If an SCO above you in the chain updates one of the UPR's that you own, that SCO is limited to the permissions in your UPR; i.e., he can not give one of your UPR's any authorities that you do not have).

Adding a UPR is one of the two steps required in giving a user access to TECS II. The other step is defining a user-id and password for that user in the TECS II internal security system (a software package called "TOP SECRET"). To do this, contact the TECS II "War Room" on 8-566-8617 and ask for the security person on duty. Provide this person with the user-id(s) and name(s) of the person(s) to be added to the system. After verifying that you are an authorized SCO, the new users will be added to the system. You and the SCO, are required to ensure that any new users added to the system have a completed full-field background investigation. NOTE - a change is currently being developed to make this a one-step process. You will be notified when this is completed.

Accessing UP01 - The "Add UPR" function is accessed from the Main Menu or any sub-menu by keying the "UP01" transaction code into the CODE field and the new user's user-id (9 digit employee number) into the KEYID field, then pressing ENTER. This will display the UPR ADD screen.

Completing the UP01 Entry Screens - There are 3 sections to the UPR: the "base" section, the address section, and the permissions section. The base section is contained on the first UPR screen shown below:

First UPR Screen ("base" section):

```

12:12                      TECS II UPR MAINTENANCE                      112187 T2MU10
                                T2PU10
USER ID:123456789          STATUS:ACTIVE      ORG CODE:*
                                IC/OE FLAG:0
LOCAL OFFICE:_____      BADGE #:_____
DDPP: _____          ID CARD:_____

LAST NAME:*
FIRST NAME:*
MIDDLE NAME:_____

                                TITLE CODE:      SCO?:N

HOME REGION:*
OFFICE:*
SITE:*
DDPP:*
SUPVR USERID:*
SCO USERID: 999999999      GROUP CODE:
ACTING SUPVR:
START DATE: _____      (MMDDYY)
STOP DATE: _____      (MMDDYY)

(PF1/PF2=HELP) (PF3=MAIN MENU) (PF4=PREV MENU) (PF8=FORWARD)
//

```

Complete the fields on this screen as follows:

1. STATUS - This field will show a default value of ACTIVE. Leave this and TAB to the next field.
2. ORG CODE - Enter the 10 character organization code for the user. The first 2 characters represent the user's department and agency (e.g., "TC" for Treasury/Customs). The last 8 characters are, for Customs users, the TPPIS organization code from the user's payslip. For non-Customs users, special codes have been developed. See Field Help (PF2 key) for detailed list of the valid codes for this field. this is a required field which must be completed to enter a UPR.
3. IC/OE FLAG - This field will display a default value that can not be changed: "X" for non-Customs office of Enforcement users.
4. LOCAL OFFICE - Leave blank, not in use at this time.
5. BADGE # - This field may be completed if desired, but it is not required. Any entry is valid.
6. DDPP (local District/Port Code) - Leave Blank, not in use.
7. ID CARD - This field may be completed if desired with a number from the user's ID card. It is not a required field and any entry is valid.

8. LAST NAME - This is a required field, you must enter the user's last name. Because of problems in interfacing with other systems, you must enter the user's last name without blanks.
9. FIRST NAME - The user's first name is also required.
10. MIDDLE NAME - Enter the user's middle name or initial, if available. It is not mandatory.
11. TITLE CODE - This is a required field. Enter the 3 digit code that best fits the user's position. The list of valid codes is available in Field Help (PF2 key). Note - Non-Customs title codes begin with "9".
12. SCO? - this is a required field with a default of "N" meaning that the user is not an SCO. Enter a "Y" if the user is an SCO. you may also enter an "S" to indicate if the user is a supervisor, but this code is for display only; it has no effect on the user's authorities in the system. If a user is an SCO and a supervisor, enter a "Y" since this code is important for system functions.
13. HOME REGION - This is a required field. Enter the valid 2 character code for the user's home region. Non-Customs users should use "HQ". The list of valid region codes are available in Field Help.
14. OFFICE - This is a required field for non-Customs users and Customs Enforcement users (not Customs I&C users). Customs Enforcement users must enter the 2 character OE office code of their permanent duty station. These codes are available in field Help. Non-Customs users must enter their 2 digit "sub-agency code" here (usually "01" or "02"). Contact your agency SCO or the datacenter if you do not know this code.
15. SITE - This is a required field. Enter the 4 character site code that has been developed for TECS II use. This code specifies the TECS II equipment location typically used by the user. See Field Help for a description of this code and a list of the valid site codes.
16. DDPP (District/Port) - This field is mandatory for Customs I&C users; others should leave it blank (with the exception of Customs Intelligence users). Enter the 4 digit district/port code of the user's permanent duty station. Special DDPP Codes have been developed for Customs Intelligence users. See Field Help for the list of valid codes.
17. SUPVR USERID - This is a required field. Enter the 9 digit user-id (employee ID or SSN) of the user's supervisor of record. There must be a UPR on file for the entered user-id.
18. SCO USERID - this field will display the entering user's



user-id as the default SCO for the UPR. This field may not be modified until the screen has been successfully completed.

19. GROUP CODES - Enter the appropriate 2 character group code(s) (up to 10) for the user. You are limited to entering the group codes that you have in your UPR. All Customs Enforcement users should have "OE" as a group code; all Customs I&C users should have "IC". Other codes should be added at the discretion of the SCO. These codes determine if, and what, restricted data is available to the user.

20. ACTING SUPVR - Enter the 9 digit user-id of the user who will "act" for the user. This is not a required field. However, it is useful for supervisory users to have a designated acting supervisor. The user designated in this field will be able to perform supervisory functions using the user-id of the user in the UPR. (Note - Acting Supervisors must also have the necessary permissions to perform the supervisory functions.)

21. START DATE - This is the first date when the acting supervisor's authority will be in effect. The date must be the current date or later. It must be entered in the "MMDDYY" format, e.g., "122587".

22. STOP DATE - This is the last date when the action supervisor's authority will be in effect. It must be entered in the "MMDDYY" format; e.g., "122587".

Completing the Base Section - After all of the fields have been completed as described above, press the ENTER key. Any errors will be highlighted and a message will be displayed at the bottom of the screen. Correct these errors by TABING to the fields and typing over the incorrect entries with correct entries, using Field Help (PF2), if needed. Then press the ENTER key again. When all of the fields are correct, the following message will display:

"UPR ADDED WITH ALL AUTHORITIES.  
"USE PF8 TO MODIFY ADDRESSES/AUTHORITIES."

At this point, you have created a valid UPR and the user will be able to get into the system to perform any function that is authorized for you (in your UPR), because your permissions have been copied to the new user. You may exit to the previous menu by pressing the PF4 key, or to the Main Menu by pressing PF3.

Completing the UPR Address Screen(s) - Instead of returning to the menu system, you may proceed to the other sections of the UPR to check an/or correct what has been entered by pressing the PF8 "FORWARD" key. The first screen displayed will be the UPR ADDRESS Screen shown below:



When done with the address screen, press the PF8 key. Any errors will be highlighted and error messages will display. Correct these errors by TABing to the field(s) in error and typing over the error with the correct entry. then press PF8 again. If there are no errors, the next screen will display. If 2 addresses were entered, the second address screen will display which you can process in the same manner as the first. If only one address was entered, the next screen to display will be the first permission screen. You also have the option of pressing PF7 to return to the "base" screen or PF3/PF4 to return to the menu system.

```

12:12          TECS II UPR MAINTENANCE          112187  T2MU12
                                           T2PU12
USER:ID:123456789          STATUS:ACTIVE
      SAMPLE

```

AT CM GO IL IO MI MS NN SA SQ SS UP

```
(PF1/PF2=HELP) ( PF3=MAIN MENU) (PF4=PREV MENU) (PF7=BACKWARD)
(PF8=FORWARD)
```

[illegible]

Each UPR has at least one permission screen and, usually, has many. There are one or more permission screens for each "subsystem" authorized for the user. The subsystems are the same as those listed on the user's Main Menu and are denoted with the same 2 character codes. All of the subsystems for which you (the SCO) are authorized are listed horizontally at the lower left of each permission screen. At the lower right is a field labeled "NEXT SUBSYSTEM" where you may enter one of these 2 character subsystem codes to "jump" to that subsystem by pressing the ENTER key. You may also move through the subsystems sequentially, one at a time, by using the PF8 key.

When you enter the permissions screens, the first screen of the first subsystem from the list is displayed to you. Pressing PF8 will move you to the next screen of that subsystem, if there is one, or two the first screen of the next subsystem from the list if there are no more screens in the current subsystem.

Each permission screen will display the full number of permissions from your (the SCO's) UPR. If the user also is authorized for that function, an "A" will be displayed in the field next to it. If not, the field will be blank. When viewing these screens immediately after an "add" (as discussed above), all of the items listed will have an "A" since they have been copied from your UPR. You can change these permissions by typing an "A" or a "D" next to specific functions. Placing an "A" in a blank field will authorize the user for that function. Placing a "D" in a field with an existing "A" will deny the user's authority for that function. After typing the appropriate codes (A or D), you must press the ENTER key to process the changes.

Normally, SCO's should not change many of the permissions. Only the "UP" (UPR maintenance) and "SA" (Supervisory Approval) subsystems should be routinely changed. The functions identified as "SCO" in the UP subsystem should be deleted for non-SCO users. All of the functions in the SA system should be deleted for non-supervisors. Deleting other permissions may result in inadvertent denial of functions for users since these permissions are the actual programs that make up the functions performed by the users. That is why there are many more functions on the UPR permission screens than appear on users' menus. It is not easy to determine which of these "programs" are required for a given user function, so the safest course is to leave the initial permissions in place (with the exceptions of UP and SA discussed earlier).

After the necessary actions have been processed, you may return to the menu system with PF3 or PF4. You may also return to previous screens with the PF7 key. This key will take you "backward" through the permission screens and on to the address and base screens. You may also move forward again with the PF8 key. The PF3 or PF4 keys are the way "out" of the UPR ADD function.

Overview of Updating UPRs - Once a UPR has been entered into the system (with UP01), you can update this UPR if you are the "owner" of the UPR or in the "chain" of SCO's above the owner. Updating UPR's will be a routine function to ensure that users' UPR's accurately reflect the changes in their locations, titles, supervisors, SCO's, or permissions. There are 2 basic methods for updating UPR's: by selecting a specific UPR (UP10) or by calling up a list of UPR's that you can modify (UP13).

Selecting from a List of UPR's for Updating (UP13) - The other method of selecting a UPR to update is to enter "UP13" in the CODE field of the Main Menu or a sub-menu (do not enter anything in the KEYID field) and press the ENTER key. This will display a list of the UPR's that you may update as shown below:

|            |            |        |
|------------|------------|--------|
| 1987654321 | SMITH      | JOHN   |
| 2345678901 | WASHINGTON | GEORGE |

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)  
(PF7=PREV SCREEN) (PF8=NEXT SCREEN) (PF15=PREV LIST)  
(PF17=INITIAL LIST)

This screen will list the first 12 of the UPR's for which you are the immediate SCO. If there are more than 12, you can see these by pressing the PF8 key. You can then "back-up" with PF7. Select one of the displayed users' UPR's by placing an "X" in the

field to the left of the listed user. Pressing the ENTER key will display that user's UPR for you to update. You can return back to the list from the update screen by pressing PF4.

You may also use this list to access the UPR's "owned" by the SCO's under you. These SCO's are identified by "SCO" appearing in the column immediately to the right of the user's user-id. To do this, place an "X" in the field to the left of the desired SCO then press the PF14 key. This will display another list, but this time the selected SCO will be displayed at the top and his UPR's will be listed. You can continue down the "chain" by selecting an SCO from this list and viewing his UPR's (again with PF14) and so on. From any of these lists, you may select a UPR (with "X") and ENTER to update (or just view) that UPR. Remember, you are allowed to do this because you are in the hierarchy above that user's SCO.

When you have selected another SCO's list to view, you can return to the previously viewed list by pressing PF15. You can also "jump" all the way back to your initial list of your immediate UPR's by pressing PF17.

Updating UPR's - Whether you have used UP10 to select a specific UPR for updating, or have selected a UPR from the UPR List (UP13), the selected user's UPR will be displayed to you for updating. The screens and updating process are basically the same as discussed in the previous section on entering a new UPR (UP01). In this case, the UPR will be displayed with the existing data which you can overtype, delete, or add-to to modify. The same editing rules and PF keys are used that were used for adding a new UPR.

There are two special considerations for updating UPR's

1. STATUS Field - For new users, this field is set to the default value of "ACTIVE". This should be the normal status for all users. The STATUS field may be changed to one other valid code: "INACT". This code indicates that the user's UPR is a quick way of preventing a user from accessing the system in the event of a security problem or if he leaves the agency.
2. Changing the SCO - For new UPR's the person entering the UPR is created as the SCO, or "owner", for that UPR. The SCO may be changed, however, during an update. To do this, type the new SCO's user-id over the existing SCO's user-id. Then press the ENTER key. The system will check to see if the entered user-id belongs to a SCO (i.e., the user's UPR has a "Y" in the SCO? field) and, if not, will display an error message. If the user-id is valid, the screen will re-display with the new user-id in the SCO-USERID field and the STATUS field will be set to "INACT". In addition, all of the user's permissions will be deleted. The reason for this is to ensure that the UPR won't have permissions that conflict with the new SCO.

To re-activate the UPR, the new SCO must update the UPR (from UP10 or UP13) and enter "ACTIVE" in the STATUS field. When the new SCO presses the ENTER key, the status will be set to ACTIVE and he will receive the message:

UPR ADDED WITH ALL AUTHORITIES.  
USE PF8 TO MODIFY ADDRESSED/AUTHORITIES.

Just like the UPR Add process, the user now has all of the permissions of his new SCO. The SCO can now return to the menu system (or back to the UP13 list) or proceed with the PF8 key to modify the address data and /or permissions. See the previous section on UP01 for details on this process.

When changing an SCO, it is best to contact the new SCO first to coordinate the change so that the user will be inactive for as brief a time as possible. Another way to facilitate the changing of SCO's is to have a higher-level SCO who owns both the current and new SCO perform the change. The advantage of this method is that the SCO can make the change and re-activate the UPR in the same step (remember, this SCO must have both SCO's below him in the SCO hierarchy). To do this, the SCO will type in the user-id of the new SCO and press ENTER as described above. Then, when the screen re-displays with "INACT" in the status field, he will overtype this with "ACTIVE" and press the ENTER key again. This will re-activate the UPR with the permissions of the new SCO.

NOTE - Changing SCO's should only be done within the same agency and, for Customs users, within I&C or within OE. When a user moves to another agency or from I&C to OE (or vice versa), contact the Central SCO at the TECS II Data Center (8-556-8309) to have him make the necessary change(s).

Other than these two special cases, updating UPR's follows the same procedures as described under Adding UPR's (UP01).

Any user may update certain fields in his own UPR. To do this, type "UP20" into the CODE field of the Main Menu or any sub-menu and press the ENTER key. The first screen from your UPR will display with the cursor in the ACTING SUPVR field. This field and the START and STOP DATE fields are the only fields that you are allowed to update on this screen (your SCO is authorized to make any other needed changes). For instructions on updating the Acting Supervisor data, see the section on adding a UPR.

User's are also authorized to change their address data. To do this, press the PF8 key on the first UPR screen. This will display the first UPR address screen. All fields are available for you to modify. See the section on Entering Addresses for instructions and a sample ADDRESS screen.



When you have completed your updates, you can return to the menu system with PF3 or PF4. If you press these keys before you have successfully changed or added any data, your UPR will remain in its original state.

#### UP15 - QUERY/VIEW UPR's

Any user may query another user's UPR (or his own) to view the base information and the address data. In addition, SCO's and supervisors can view the permissions data for the UPR's under their control. The query/view function should be useful for obtaining information about a user's address, telephone number, office code, etc.

To query a UPR, type "UP15" into the CODE field of the Main Menu or any sub-menu, and type the desired user's user-id into the KEYID field. If you are querying your own UPR, leave the KEYID field blank. Then press the ENTER key. This will display the first screen of the selected user's UPR. You can move from the first screen to the address screen(s) by pressing the PF8 key. If authorized, you can also access the permissions screens by pressing PF8 again. The PF7 key will move you backward through the screens. When finished, press PF3 or PF4 to return to the menu system.

"Help" is available for all UPR screens and fields.

#### SS22 ON-DEMAND UPR REPORTS

This transaction provide the SCO the ability to generate a current listing of his/her TECS II users. Only SCO's are allowed to use this transaction. Listings are limited for the scope of an SCO's area of responsibility, (i.e., if you are a region SCO, you may request a listing for your region only. Similar limitations hold for district, office and port SCO's. The system knows what your home location is and will not allow you to obtain reports from another area.

To request an on-demand report, enter your report level (use the PF2 key on report levels for a discussion and hit enter. If you requested a valid report level, a message on the bottom of the screen will appear:

"SUBMITTED JOB DTECSXXX, FOR REPORT OU23117309"

Your job and report number will differ from the one above. Copy down the report number (the one starting with OU...), this is the only time you will see that number! Then go to SS63 to request the print for this report.



Reports are currently available for five discrete levels of Customs hierarchy: National, Regional, District, Office and Port. You can only receive reports for the area you are responsible for. The report level codes allowable are:

|                       |                                                                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| National: CODE = NATL | I&C will receive I&C listings, OE will get OE reports and IA receives their SCO's.                                                      |
| Regional: CODE = RRRG | Where RR is the 2-character code for your region, (e.g. PCRG) will yield PACIFIC REGION REPORT.                                         |
| District: CODE = DDOO | Where DD is the numeric identifier for your district, E.G. 3300 will give GREAT FALLS listings. Only I&C can view the district reports. |
| Office: CODE = OOOF   | Where OO is the 2-character code for your office. MIOF will give the Miami office listings. Only OE can obtain these reports.           |
| Port: CODE = DDPP     | Where DDPP is the district port number, (e.g., 2505) is Tecate, CA. Only I&C can view these reports.                                    |

### SS23 GROUP SIGN-ON

Group Sign-on can be utilized at landborder and airport secondaries to allow multiple inspectors to process referrals on the Secondary Referral List. Each query requires the inspectors to enter his 2-character GROUP-ID (rather than his 9-character USER-ID) and his normal password.

SS23 will display all current "group" members for a particular site. All group members have a unique 2-character code which can be utilized to process landborder or airport secondary referrals when a terminal has been signed on under "group" sign-on.

To add a new member to the group, enter an unassigned 2-character GROUP-ID (last initial, first initial recommended if available) and the new group member's USER-ID number. Then press PF12 and the user will be added to your group. Note: it will not immediately display on your group list. If you return to the MAIN MENU or PREVIOUS MENU and key SS23 again, the user will be displayed as a group member.

To delete a member from the group, enter the 2-character GROUP-ID and press PF20. The group member is immediately removed from the group.

The Significant Enforcement Activity Report (SEAR) functions are available to all Customs Users. No external agency users will have access to SEARs. The SEAR is used to notify other Customs sites and headquarters of significant enforcement activities. Often times it is a prelude to filing the search, arrest, and seizure (SAS-CF151) report. To access the SEAR functions, from the SUBSYSTEM FOR SYSTEMS SUPPORT menu, enter SS25 into the CODE field, and press ENTER. The system will then display the SEAR MENU as shown below:

```

1  ENTER A NEW SEAR
2  MODIFY A SEAR IN PROGRESS
3  RETRIEVE COMPLETED SEAR(S)

```

CHOICE:

~~~~~

* NOTE: The PF23=BRS TEXT RETRIEVAL key shown above is not yet available. Information on this function will be distributed as soon as it becomes available.

Selection of option 1 from the SEAR menu will produce the first of four input screens associated with the creation of a SEAR. Each screen will be presented below, followed by a discussion of the fields associated with that particular screen.

Upon selection of option 1 in the CHOICE field of the SEAR MENU screen, press the ENTER key and the first of four (1 of 4) SEAR screens appears as follows:

```
-----
10:06      SIGNIFICANT ENFORCEMENT ACTIVITY REPORT  122887 T2MB08
              SEAR  (PAGE 1 OF 4)                      T2PB08
```

```
SEAR #:  87122400071  DATE WRITTEN:  122987  AUTHOR:  DOWNING
=====
```

```
*TOPIC: _____
*DDPP: _____ *OFFICE: _____
*PLACE OF ARREST/SEIZURE: _____
*DATE OF ARREST/SEIZURE: _____ *TIME OF ARREST OR SEIZURE: _____

*PLACE AN 'X' IN THE FIELD(S) WHICH QUALIFY THIS AS A SEAR:
  _____ MERCHANDISE VAL MINIMUM _____ EXODUS SEIZURE _____ DRUG SEIZURE MINIMUM
  _____ NON-PERSONAL WEAPONS/AM _____ CURRENCY _____ UNUSUAL CONCEALMENT
  _____ SIGNIFICANT PENLTY CASE _____ CUSTOMS ARREST _____ OTHER AGENCY COOPERA
```

```
AMOUNT SEIZED: _____ TYPE: _____
DOMESTIC VAL: _____ COUNTRY OF ORIGIN: _____ CURRENCY (OUT/IN): _____
SEIZURE #: _____ WARRANT #: _____ ORI: _____
FDIN #: _____ OI CASE #: _____
                        X FOR MORE SEIZURES: _____
```

```
(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF5=RESTORE) (PF8=NEXT PAGE) (PF24=CANCEL)
```

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 * NOTE: Due to margin limitations in the printing of this manual, the above screen has been edited as follows: the section of the screen that displays the SEAR qualifiers will show the full word "value" in the place of "val" in item one; immediately under that option, the actual screen will display "WEAPONS/AMMO" versss the shortened "/AM"; and the last option will actually display as "OTHER AGENCY COOPERATION". The actual screen will also spell out the word "VALUE" in the DOMESTIC VAL field shown above. It should also be noted that all the PF keys are discussed in the ACCESS TO TECS II section of this manual. However, it is important to reiterate the function of the PF24=CANCEL key within the SEAR application. This key is used during the Enter a New SEAR (option 1) or Modify a SEAR in progress (option 2) only. It's purpose is to allow you to cancel a SEAR that has not been distributed. Once a SEAR has been cancelled, that SEAR number will not be re-used.

Several fields on the SEAR (PAGE 1 OF 4) screen are mandatory. That is, they require input before the screen can be processed. These fields are always preceded by an asterisk (*).

Upon display of the screen, the first three fields (SEAR #:, DATE WRITTEN:, and AUTHOR:) will contain system-generated information. This information will re-display, for each succeeding consecutive screen displayed. The SEAR # and AUTHOR fields have particular significance if:

- a) you wish to retrieve this SEAR at a later time;
- b) you wish to modify this SEAR at a later time.

Both the modify and retrieval processes will be discussed later. The remaining fields on Page 1 of 4 are as follows:

*TOPIC:	This is a mandatory field and should contain a brief description of the topic of the SEAR. The more concise the topic, the easier it will be to identify the proper SEAR during a modify or retrieval process.
*DDPP:/*OFFICE:	The District/Port (DDPP) field requires the 4-character District/Port Code of the Enforcement Agency. The OFFICE field requires the 2-character Office Code of the Enforcement Agency. If the DDPP field is entered, the OFFICE field is optional. However, if the OFFICE field is entered, the DDPP field becomes mandatory.
*PLACE OF ARREST/ SEIZURE:	This is a mandatory field and can be completed in free text format.
*DATE OF ARREST/ SEIZURE:	This is a mandatory field and must be input in the MMDDYY (month, month, day, day, year, year) format.
*TIME OF ARREST/ SEIZURE:	This is a mandatory field and must be input in the HHMM (hour, hour, minute, minute) format.
*PLACE AN 'X':	This is a mandatory field. At least one of the nine fields listed must be marked with an "X", but all that apply to this SEAR should be marked.
AMOUNT SEIZED:	This is a free text format field and should contain the numeric amount and unit of measurement for the goods seized (e.g., 35 kilos).
TYPE:	This is a free text format field and should contain a description of the goods seized (e.g., cocaine).
DOMESTIC VALUE:	The domestic value of the goods seized should be entered here. It should be input in whole dollars only (no decimal point).

COUNTRY OF ORIGIN: This field requires the 2-character country code of the country where the seized goods originated.

CURRENCY (OUT/IN): This field is used when currency was seized, and requires a 1-character code of "O" or "I". The "O" indicates that currency was leaving the United States; "I" indicates currency was coming into the United States.

SEIZURE #: This field requires the 11-character seizure number from the SAS/CF151 associated with this SEAR, if one was filed.

WARRANT #: This field requires the associated WARRANT number if an arrest was made.

ORI: This field requires the associated NCIC assigned ORI number if applicable to this seizure.

FDIN#: If this seizure was large enough to qualify for a FDIN number to be assigned, that 8-character FDIN number would be entered here.

OI CASE#: If there has been a case opened on this seizure, the Office of Investigation's Case number should be entered here.

'X' FOR MORE: If more than one seizure was made, place an "X" in this field to obtain an additional screen containing formatted fields for: AMOUNT SEIZED; TYPE; DOMESTIC; COUNTRY OF ORIGIN; CURRENCY; SEIZURE #; WARRANT#; ORI; and FDIN#. (There can be only one OI Case number associated with a SEAR, however, several SEARS may be associated with one OI Case number)

* NOTE: If the 'X' FOR MORE: field is marked, and you have not completed all mandatory fields, or if you have made errors in your input, or if you have not completed the fields on screen 1 associated with the additional seizure screens, the system will respond with an appropriate error message. All errors must be corrected prior to receiving the additional seizure screens. An additional seizure screen will appear as follows:

 15:48 SIGNIFICANT ENFORCEMENT ACTIVITY REPORT 122987 T2MB15
 SEAR (SUPPLEMENTAL SEIZURE PAGE) T2PB15

SEAR #: 8712240001 DATE WRITTEN: 122987 AUTHOR: DOWNING
 =====

AMOUNT SEIZED: _____ TYPE: _____
 DOMESTIC VALUE: _____ CNTRY OF ORIGIN: _____ CURRENCY (OUT/IN): _____
 SEIZURE #: _____ WARRANT #: _____ ORI: _____
 FDIN #: _____

AMOUNT SEIZED: _____ TYPE: _____
 DOMESTIC VALUE: _____ CNTRY OF ORIGIN: _____ CURRENCY (OUT/IN): _____
 SEIZURE #: _____ WARRANT #: _____ ORI: _____
 FDIN #: _____

AMOUNT SEIZED: _____ TYPE: _____
 DOMESTIC VALUE: _____ CNTRY OF ORIGIN: _____ CURRENCY (OUT/IN): _____
 SEIZURE #: _____ WARRANT #: _____ ORI: _____
 FDIN #: _____

'X' FOR MORE SEIZURES: _____
 (PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
 (PF5=RESTORE) (PF7=PREV PG) (PF8=NEXT PG)
 \\\

You may input information for additional seizures as needed. Should you require more space than the three formatted sets of information displayed, simply mark the 'X' FOR MORE: field at the bottom of the screen, and another formatted screen will display upon pressing of the ENTER key. This process can be repeated for up to a total of 99 Seizures. Should you attempt to enter more than 99 Seizures for one SEAR, the system will prompt you with the following message:

"START ANOTHER SEAR FOR MORE SEIZURES"

After you have entered all information associated with additional seizures, you must press the PF8 key to move to the next screen for more seizure information input, or PF7 to return to the screen from which the additional seizure screen was invoked (Page 1 of 4).

If you choose to return to screen 1 of 4, you will need to press the PF8 key to proceed to screen 2 of 4. The screen will appear as follows:

* NOTE: When additional seizure (or additional subject) information is entered, this information will be available for modification and/or retrieval. During the modify/retrieval processes (discussed later) the X FOR MORE field will display with a "+" sign entered indicating tat additional information is

[illegible]

The next field, SUBJECT'S NAME:, is in free text format. That is, the name may be entered in any format.

DOB: Requires input of the Subject's Date of Birth in the format of MMDDYY.

POB: Requires input of the Subject's Place of Birth in the format of City, State, and Country.

CURRENT ADDRESS: The subject's current address is entered here in the format of Street, City, State, and Country if other than U.S.

CITIZEN: This is a 2-character code representing the Subject's Country of citizenship.

'X' FOR MORE SUBJECTS: If there are more subjects associated with this SEAR, place an "X" in this field for additional Subject input screens. An example of the actual screen is shown below; however, the remaining fields on this screen should be completed before proceeding to the SUPPLEMENTAL screen.

CONCEALMENT METHOD: This is a free text field and should contain a brief, but concise, description of how the goods were concealed.

IF LAND__: This field requires the input of a 1-character code representing the mode of transportation used if goods were being transported by land. Valid codes are:

- R - Rail
- B - Bus
- A - Auto
- T - Truck
- M - Motorcycle
- C - Bicycle

COMM/PRIVATE: This is a 1-character field used to designate whether the mode of transportation marked in the previous field was commercially (C) owned or privately (P) owned.

IF AIR_: This is a 1-character field used to distinguish whether the goods were transported via air, and if so, was it a Commercial (C) aircraft or Private (P) aircraft.

IF VESSEL_: This is a 1-character field used to distinguish whether the goods were transported via water (boats/vessel) and if so, was it a Commercial (C) vessel or Private (P) vessel.

SEIZED: This is a 1-character field used to designate Yes (Y) or No (N) if the mode of transportation was included in the seizure along with the goods, or if the mode of transportation itself was seized (e.g., stolen vehicle).

NOTE: This multiple occurring field is processed the same as the ADDITIONAL SEIZURE screens discussed earlier. The only difference is the actual fields. The ADDITIONAL SUBJECT screens will ask for; the Subject's Name; Date of Birth; Place of Birth, Current Address, and Citizenship.

17:05 SIGNIFICANT ENFORCEMENT ACTIVITY REPORT 122987 T2MB17
 SEAR (SUPPLEMENTAL SUBJECT PAGE) T2PB17

SUBJECT'S NAME: _____
DOB: _____ POB CITY, ST, CNTRY: _____
CURRENT ADDRESS: _____
CITIZENSHIP: _____

SUBJECT'S NAME: _____
DOB: _____ POB CITY, ST, CNTRY: _____
CURRENT ADDRESS: _____
CITIZENSHIP: _____

SUBJECT'S NAME: _____
DOB: _____ POB CITY, ST, CNTRY: _____
CURRENT ADDRESS: _____
CITIZENSHIP: _____

(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF5=RESTORE) (PF7=PREV PG) (PF8=NEXT PG) (PF24=CANCEL)

Upon depression of the PF8 key from PAGE 2 OF 4, the SEAR (PAGE 3 OF 4) will appear as follows:

SEAR #: 8712240001 DATE WRITTEN: 122987 AUTHOR: DOWNING

TYPE/NUMBER WEAPONS/AMMO SEIZED:

*PUBLICITY INSTRUCTIONS:

NOTIFICATION/OFFICER INVOLVED:

TIME NOTIFIED:

TIME ARRIVED:

ACTION TAKEN:

*PRIOR INFORMATION:

*ACS SELECTIVITY INFORMATION:

*OFFICER AUTHORIZING SEAR: TITLE:

NAME (LAST, FIRST):

PHONE: FTS: OR COMM:

(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)

(PF5=RESTORE) (PF7=PREV PG) (PF8=NEXT PG) (PF24=CANCEL)

\\193-REDISCRE) \\193-REV 1G) \\193-NEAR 1G) \\1934-CHANCEE)
\\193-REDISCRE) \\193-REV 1G) \\193-NEAR 1G) \\1934-CHANCEE)

This field is used for seizures involving weapons. It is a free text field. It is advised that the input information be separated by slashes for ease of reading during a modify or retrieval process.

This is a mandatory field. Input is in free text format, and should contain specific instructions for the publicity of the information contained within this SEAR.

For example, if an investigation was ongoing in relationship to this seizure, you may want to restrict the publicity of the information contained within this SEAR.

This is a free text field and should contain the name of the organization/agency that was notified (e.g. USCS, if a special agent or supervisor was notified, or, Local/State authorities, or, FBI, or RCMP if another agency was notified) followed by

the name of the individual within that organization that acknowledged the notification. The information should be separated by a slash.

TIME NOTIFIED: Input to this field should be in the format of HHMM, and should reflect the time that the above named organization was notified.

TIME ARRIVED: Input to this field should be in the format of HHMM, and should reflect the time that the above named organization arrived at the designated port.

ACTION TAKEN: This is a free text field and should contain a brief description of the action taken by the above named organization.

*PRIOR INFORMATION: This is a mandatory field. Input is in free text format, and should contain a description of any known prior information, or should have the word none entered if no prior information was available. An example of prior information might be: "received telephone tip".

*ACS SELECTIVITY INFORMATION: This is a mandatory field. Input is in free text format, and should contain the word "none" if there was no ACS information available. If information was available, a description of the ACS Selectivity information should be input along with the ACS code.

*OFFICER AUTHORIZING SEAR: This pertains to the remaining input fields on this screen. Each is mandatory. The title, name, and phone number of the officer authorizing this SEAR must be completed (only one of the phone number fields is mandatory, but both should be used whenever possible).

After completion of page 3 of the SEAR, you will press the PF8 key to proceed to PAGE 4 of 4. The last page (screen) of the SEAR report is the narrative portion of the SEAR. Thirteen lines of the screen are in free text format, and are used for the narrative input. Space is provided for listing up to six related SEAR numbers. The screen will appear as follows.

SEAR #: 8712240001 DATE WRITTEN: 122987 AUTHOR: DOWNING

(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF5=RESTORE) (PF7=PREV PG) (PF8=NEXT PG) (PF24=CANCEL)

Once you have marked a SEAR ready for distribution, you may not modify it. Reference the following section for details on how to modify a SEAR in progress.

You may make modifications to a SEAR that is in progress, but only if you are the author of that SEAR. A SEAR in progress is one that has not been distributed. Once a SEAR is distributed it can no longer be modified.

To modify a SEAR, select option 2 from the SEAR MENU and press ENTER. The system will prompt you with the following message:

You may either enter a SEAR number (this is the system-generated number that appears in the first field of system-generated information as discussed in the beginning of the ENTER A NEW SEAR section), or; you may press the ENTER key and the system will display a list of the undistributed SEARs that you have authored. The list (commonly referred to as the "hit list") will display SEARs in order according to their numbers. For example, the last SEAR that was begun will appear at the top of the list, as noted in the sample screen shown below.

PLACE AN 'X' BESIDE YOUR SELECTION OR USE THE APPROPRIATE PF KEY

END OF SUB-MENU SELECTIONS
(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
////////////////////////////////////

SS-41

* NOTE: The screens that appear (1 through 4) are the same screens discussed in the ENTER A NEW SEAR section, and will contain the information that was input during that process. Reference the ENTER A NEW SEAR section for details on the specific fields.

If you input an actual SEAR number, the system will display the first page of that SEAR. (See the note above.) If the SEAR does not exist, or if you made an error typing the SEAR number, the system will display the message:

"SEAR NUMBER IS INVALID"

If you request a SEAR number for a SEAR that you did not author, the system will display the message:

"YOU ARE NOT AUTHORIZED TO MODIFY THIS SEAR"

If you request a SEAR number for a SEAR that has been distributed, the system will display the message:

"YOU CANNOT MODIFY A DISTRIBUTED SEAR"

After the first page of your selected SEAR is displayed, you may change and/or add information in any of the fields except the first three system-generated fields (SEAR #; DATE WRITTEN; AUTHOR). Reference ENTER A NEW SEAR, for details on the specific fields and processing.

When you have completed your modifications, mark the READY FOR DISTRIBUTION field with a "Y" or leave the default of "N" if you anticipate further modifications.

To exit the modify process, you must press PF4 to return to the SEAR MENU, or PF3 to return to the MAIN MENU.

3. RETRIEVE COMPLETED SEAR(S)

The SEAR retrieval process is used to view distributed SEARS. You may use the SEAR retrieval process to identify other SEARS that may be related to the SEAR you are entering, or to gather information.

To enter the SEAR retrieval process, select option 3, RETRIEVE COMPLETED SEAR(s), from the SEAR MENU, and press ENTER. The system will display a screen similar to the following:

PLACE A 'V' BESIDE YOUR SELECTION OR USE THE APPROPRIATE PF KEY

END OF SUB-MENU SELECTIONS
(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
(PF8=NEXT PAGE)
////////////////////////////////////

- 0117880006
- 0117880005
- 0117880003

```
- 0117880001
- 0117880006
- 0117880005
- 0117880004    <---
- 0117880003
```

SS-43

When you have located a distributed SEAR that you wish to view, place a "V" in the space provided before the SEAR number (on the left of the screen), and press ENTER. The system will display screen 1 of 4 for the selected screen. You may use the PF7 and PF8 keys to page through the selected SEAR.

When you are finished viewing the selected SEAR, you will press the PF4, PREVIOUS MENU, key to return to the list of distributed SEARS.

If you wish to view another SEAR, repeat the process described above. If you wish to exit the Retrieval process, press the PF4 key to return to the SEAR MENU, or the PF3 key to return to the MAIN MENU.

TECS II

USER'S MANUAL

SS51 TEXT SEARCH SUB MENU

THIS PORTION WILL BE DELIVERED WITHIN THE MARCH 1988 TIMEFRAME.

SS63 REPORT RETRIEVAL

This transaction enables you to display an on-demand batch report and print it on your remote printer. It is currently used with the SS22 transaction which generates user listings for System Control Officers, and for Office of Enforcement reports on case hours and statistics (CM38 and CM53). When requesting a report from either of these applications, the system will respond with a message that includes the phrase, "...Report ID is OC034090056". The number itself will vary. You must copy this number down, for it is the Reference Number that is entered at the top of the SS63 screen (see TECS II REPORT RETRIEVAL screen). In addition, you must tell the system whether you want the report sent to your terminal or to your remote printer. If it is to be sent to a remote printer, you must specify the printer ID. You may send it to any host-addressable printer defined to TECS II.

Since the reports are "batch submitted", it may take a minute or two to produce them on your screen. If, after pressing ENTER you get the message "NO REPORT FOUND", the report has not yet been run. Keep pressing the ENTER key every 15-seconds or so. If you still don't get your report, double check the reference number you entered...which is 2 letters followed by 9 numbers. Remember, TECS II requires that you differentiate between O's (the letter O) and 0 (the number zero).

The report is kept in the system until you print it, at which time it is deleted. This means if you just look at the report on the terminal, it will remain in the system. TECS II will automatically delete all reports in the system 30 days after they are created.

If you are printing several reports one after the other, each time that you send the report to your printer (you don't have to wait until one is printed before you request the next one), you must go all the way back to the SS Sub-Menu using PF4, and then enter SS63 again before entering the next reference number.

15:29 TECS II - REPORT RETRIEVAL 011688 T2MM63
 T2PM63

PLEASE ENTER REFERENCE NUMBER: _____

SPECIFY TYPE OF OUTPUT - INDICATE PRINTER ID IF SENDING THE
REPORT TO A PRINTER. PRINTING THE REPORT WILL DELETE THE REPORT
OUTPUT.

___ DISPLAY REPORT ON TERMINAL

___ SEND REPORT TO A PRINTER PLEASE INDICATED PRINTER ID: _____

(PF1=HELP) (PF2=FLD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
/\ /\

INSERT INDEX XV (TRAINING)

TECS II

USER'S MANUAL

TR - TRAINING

U.S. CUSTOMS SERVICE
TREASURY ENFORCEMENT COMMUNICATION SYSTEM
(TECS II)
STUDENT GUIDE

SEPTEMBER 29, 1987

Parts of this Guide were taken from the Scholar/Teach 3 Reference Manual Version 5.4.

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Section 1 INTRODUCTION1.1 Introduction to TECS II Training

The approach being utilized to train TECS II users on computer functions available to them is called Computer Assisted Instruction (CAI). This is a method by which a student learns information by interacting directly with lessons shown on a computer. Because he is able to control the forward movement, or flow, of the lessons, the student can learn at his own pace.

In the lessons, material pertaining to computer functions a user may confront on-the-job is presented. The student has the opportunity to test his knowledge of the material throughout the lessons. He does this by answering questions about the material and by practicing the computer functions he has learned.

The student receives immediate feedback from the computer each time he tests his knowledge. Feedback is simply the process of letting the student know if his answers or procedures are correct. By receiving feedback, the student may determine the areas of training that he may need to review.

Upon completion of the CAI lessons, a TECS II user will be better able to perform his job in the computerized environment of the U.S. Customs Service.

SECTION 2 TECS II TERMINAL KEYBOARDS2.1 Keyboard Information

Four types of keyboards are used in TECS II training; each has a different arrangement of keys, but these keys have the same functions.

The user should become familiar with the placement of keys on his particular keyboard. The keyboard layouts and key function descriptions on the following pages will assist the student in this familiarization process.

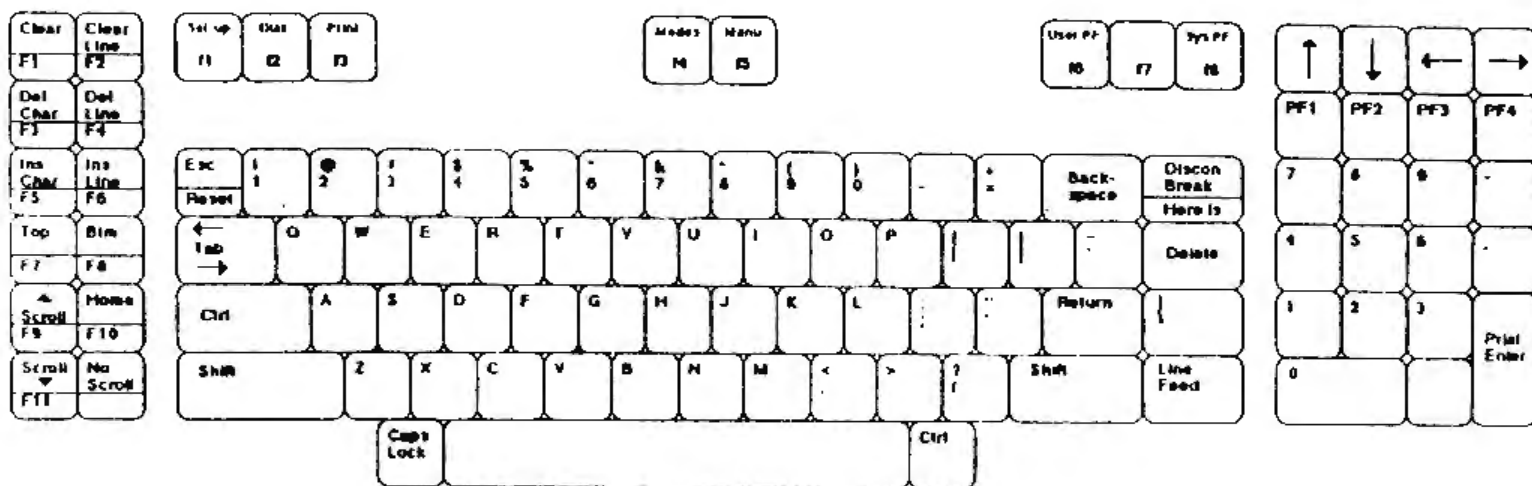
Special Function Keys

On each keyboard, there are several special function keys. These keys are used quite often during the lessons and on-the-job for specialized functions.

The special functions keys are labeled F1, F2, F3, ... F12 or PF1, PF2, PF3, ... PF24. The PF notation and the F notation mean the same.

However, there are twenty-four PF notation keys and only twelve F notation keys. If the courseware instructs the student to press a special function key with a higher number than is on his keyboard, he must press an alternate set of keys.

For example, a user may have to press <SHIFT> and <F4> instead of <F14>.

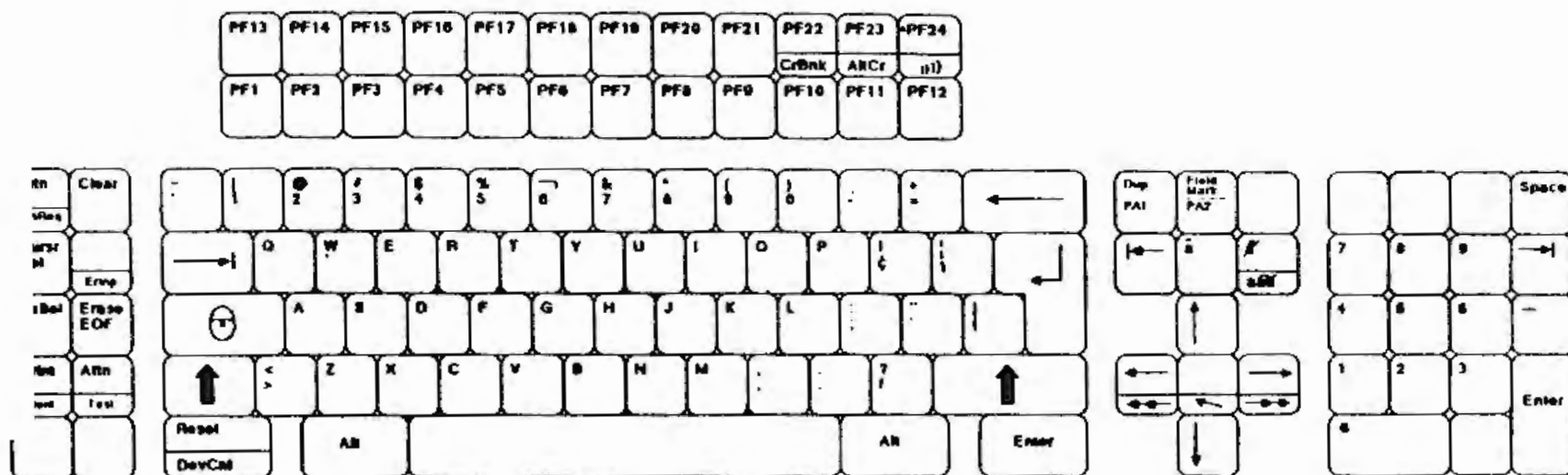


ATT

TR - 6

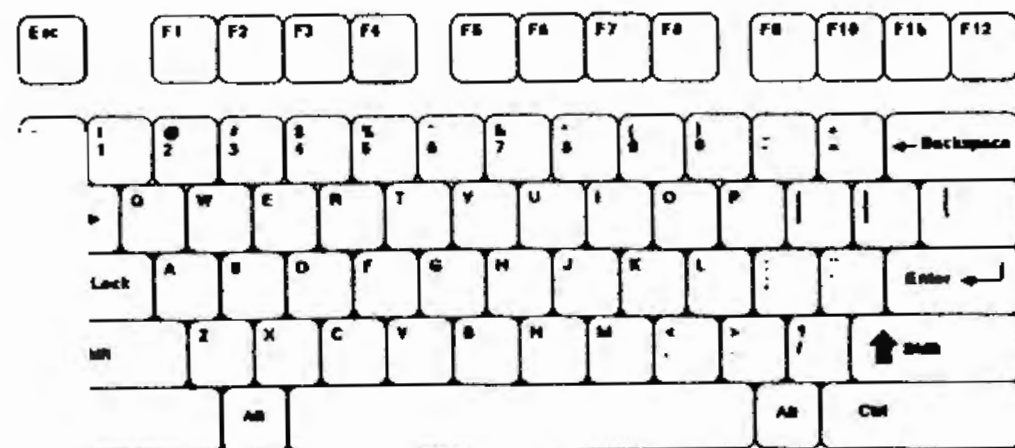


HARRIS

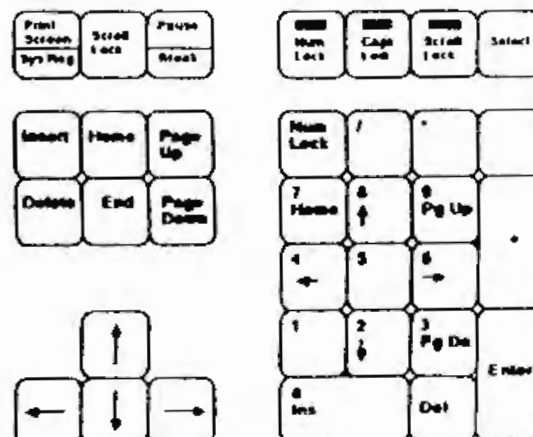


TELEX

TR - 7



WYSE



2.3 Key Functions

1. The Backspace key, shown as <BACKSPACE> or < <--- > is used to move the cursor to the left, one space at a time. This key may also erase characters to the left of this cursor.
2. The Caps Lock key, shown as <CAPS LOCK>, turns CAPITAL letters on or off each time it is pressed.
3. The Clear key, shown as <CLEAR>, erases the screen and returns the cursor to the first available character position.
4. The Control key, shown as <CTRL>, is used in combination with other keys to perform special functions. The control key must be held down while the other key is pressed, in order for the special functions to work.
5. The Enter key, shown as <ENTER>, <RETURN> or < <--- > , is pressed when a student wishes to enter a response or advance to the next screen of information. The computer will prompt the student on the depression of the <ENTER> key.
6. The PA2 key or Escape key, shown as <PA2> and <ESC>, is used to exit during the presentation of a lesson. After pressing either of these keys, the student will have the opportunity to completely leave the CAI Training session and return to the TECS II Main Menu.

NOTE: If either of these keys is used to interrupt a lesson, the system will remember the frame from which the student exited and the next training session will begin at that point.

7. The Tab key, shown as <TAB> or < ---> , moves the cursor forward to the next entry field. If the Tab key and the Shift key are held down at the same time, referred to as <BACKTAB>, the cursor will move backwards to the previous entry field.
8. The Spacebar is used for inserting spaces between characters. A space is considered to be an actual character. If a student spaces over characters, they will be erased as if he were overtyping them.

SECTION 3 The CAI Training Module3.1 Prior to Accessing the CAI Training Module

A student must first access TECS II before taking lessons in the CAI Training Module.

Prior to accessing lessons, a student must have a User Profile Record (UPR). A UPR includes the User's password and the Identification necessary for TECS II access. It is established by an authorized System Control Officer (SCO).

The first time a student signs on to the CAI Training Module, he registers himself for training by entering his UPR identification and password. This information must be entered each subsequent time he enters a training session.

3.2 Procedures for Accessing the CAI Training Module

1. Access the TECS II computer from a TECS II terminal:

You may refer to the User's Manual for instructions on gaining access to TECS II.

TECS II will display a sign-on screen as shown in Figure 1.

TECS II MAIN SYSTEM SIGN-ON

ENTER 9 DIGIT CODE:
ENTER PASSWORD:
ENTER NEW PASSWORD:

FIGURE 1

2. Sign-on to TECS II:
 - a. Type UPR identification in the first field.
The cursor will automatically advance to the password field once the 9 characters have been filled in.
 - b. Type UPR password in the password field.
If you wish to change your password, you must <TAB> to the new password field and enter your change.
 - c. Press <ENTER> to process the sign-on data.

TECS II will display the "TECS II Main Menu" shown in Figure 2.

09:29	TECS II MAIN SYSTEM MENU	062687	T2MS0201 T2PS0201
CODE	DESCRIPTION		
AT	ATF OPERATIONS		
CM	CASE MANAGEMENT		
GQ	GENERAL QUERY		
IO	INSPECTION OPERATIONS		
MI	MANAGEMENT INFORMATION		
MS	SUBJECT RECORD MAINTENANCE		
NN	NCIC/NLETS		
SA	SUPERVISORY APPROVAL		
SS	SYSTEM SUPPORT		
UP	USER PROFILE RECORDS		
TR	TRAINING		
CODE:* _____ KEYID: _____			

////////////////////////////////////

FIGURE 2

3. Select the CAI Training option:
 - a. Type TR in the CODE field.
 - b. Press <ENTER>.

TECS II will display the CAI Training Module sign-on screen shown in Figure 3.

```
THIS IS THE SCHOLAR/TEACH SYSTEM.  
DATE= 20JULY 87      TIME= 16:00:17  
PLEASE ENTER YOUR NAME AND ID.  
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\
```

FIGURE 3

If signing on to the CAI Training Module for the first time, you will be prompted to establish your password and nickname. Each subsequent time you sign-on to Training, you will be asked to identify yourself by entering your established identification. You will then be given access to the CAI lesson.

4. Sign-on to the CAI Training Module:
 - a. Type your 9-digit UPR identification
INSTEAD of your name.
 - b. Presss <ENTER>.

TECS II will display the password screen shown in Figure 4.

WHAT DO YOU WANT YOUR SCHOLAR/TEACH PASSWORD TO BE? /\
--

FIGURE 4

- c. Type your password.
- d. Press <ENTER>.

Your password may be your UPR password or one created especially for training. However, it is recommended that your UPR password be used, since you will be required to enter this password each time you access training.

The password may be from 1 to 78 characters in length and may contain any combination of numbers, letters, or spaces.

If you are signing-on to the CAI Training Module for the first time, TECS II will display the nickname screen shown in Figure 5.

WHAT WOULD YOU LIKE ME TO CALL YOU?

~~~~~

FIGURE 5

- e. Type a four character nickname you wish to be called.
- f. Press <ENTER>.

A nickname is the name that will be used when the courseware addresses you.

TECS II will display the Scholar/Teach prompt shown in Figure 6.

PLEASE ENTER NAME OF THE COURSE YOU  
WISH TO TAKE

~~~~~

FIGURE 6

- 6. Access the TECS II course or enter a Scholar/Teach command:
To access the TECS II courses:

- a. Type the code TECS.
- b. Press <ENTER>.

TECS II will display the Course Category Main Menu shown in Figure 7.

To enter a Scholar/Teach command:

- a. Type a command: CHANGENN, CHANGEPW, DONE, NEWS, or STOP. These commands are discussed later in this guide.
- b. Press <ENTER>.

TECS II COURSE CATEGORY - MAIN MENU

- A. INTRODUCTION
- B. GENERAL FEATURES
- C. SUBJECT RECORDS
- D. INSPECTION OPERATIONS
- E. CASE MANAGEMENT
- F. INTELLIGENCE OPERATIONS
- G. MANAGEMENT INFORMATION SYSTEM (MIS)
- H. ATF
- X. EXIT THE TRAINING SYSTEM

FIGURE 7

7. Select a course category:

- a. Type the letter associated with the course category you wish to view.
- b. Press <ENTER>.

TECS II will display a menu of lessons from the selected category. For example, Figure 7a shows the menu of lessons from the Introduction Category.

TECS II
MAINFRAME COURSE STRUCTURE
INTRODUCTION

- A. Introduction to CAI
- B. Introduction to TECS II
- C. External Systems
- D. User Interface - Inspection
- E. User Interface - Enforcement
- F. User Interface - Intelligence
- G. User Interface - Sector
- H. User Interface - Managers
- I. User Interface - AFT
- J. User Interface - External Agencies
- K. Database Structure
- X. Exit to Course Main Menu

Figure 7a

8. Select a lesson:

- a. Type the letter associated with the specific lesson you wish to take.
- b. Press <ENTER>.

TECS II will display the selected lesson. Figures 7b through 7h show the lessons available in each of the other seven course categories.

TECS II
MAINFRAME COURSE STRUCTURE
GENERAL FEATURES

- A. Introduction to Access Control
- B. SCO Access Control
- C. Help
- D. Electronic Mail
- E. Data Ownership/Aging/Purging
- F. Error Messages
- G. Search/Arrest/Seizure Report (SAS)
- H. Memorandum of Information Received (MOIR)
- I. Authorize Reports
- J. General Query - Inspectors
- K. General Query - Office of Enforcement
- L. Narrative Transfer
- X. Exit to Course Main Menu

Figure 7b

TECS II
MAINFRAME COURSE STRUCTURE
SUBJECT RECORDS

- A. Subject Records Description
- B. Create, Modify, Link Subject Records
- C. Name Search
- D. Subject Query
- X. Exit to Course Main Menu

Figure 7c

TECS II
MAINFRAME COURSE STRUCTURE
INSPECTION OPERATIONS

- A. Landborder Primary
- B. Landborder Secondary
- C. Airport Primary
- D. Airport Secondary
- E. Private Aircraft Enforcement System (PAES)
- F. Vessel Enforcement System (VES)
- G. Incident Log Report
- X. Exit to Course Main Menu

Figure 7d

TECS II
MAINFRAME COURSE STRUCTURE
CASE MANAGEMENT

- A. Open/Link/Authorize/Modify Case
- B. Report Case Hours and Statistics
- C. Retrieve Case Data
- D. Enter Report of Investigation (ROI)
- E. Electronic Surveillance
- F. Case Syllabus
- X. Exit to Course Main Menu

Figure 7e

TECS II
MAINFRAME COURSE STRUCTURE
INTELLIGENCE OPERATIONS

- A. Intelligence Reports
- X. Exit to Course Main Menu

Figure 7f

TECS II
MAINFRAME COURSE STRUCTURE
MANAGEMENT INFORMATION SYSTEMS

- A. Text Search
- B. Management Information Processes
- X. Exit to Course Main Menu

Figure 7g

TECS II
MAINFRAME COURSE STRUCTURE
ATF

- A. ATF Electronic Surveillance
- B. ATF Firearms Subject Record
- X. Exit to Course Main Menu

Figure 7h

3.3 Scholar/Teach Commands

A student automatically accessed LEARN upon entering the Training Module. At the prompt asking for a lesson name, either enter the code TECS or one of the following commands.

- CHANGENN - The CHANGENN command changes a student's nickname. After entering CHANGENN, the student will be prompted, "PLEASE ENTER A NEW NICKNAME." When the student enters his new nickname, the system displays "NEW NICKNAME SET."
- CHANGE PW - The CHANGE PW command changes a student's password. After entering CHANGE PW, the student will be prompted, "PLEASE ENTER NEW PASSWORD." When the student enters his new password, the system displays "NEW PASSWORD SET."
- DONE - The DONE command takes a student out of the lesson he is currently taking.
- If a student enters DONE after pressing the <PA2> key, he will be allowed to select TECS again, or enter STOP to exit the CAI Training System.
- NEWS - The NEWS command displays a specific news message or a list of news messages available.
- If NEWS is entered on a line by itself, the system displays a list of available news messages.
- If NEWS is entered on a line with the name of a specific news message, the system will display only the news message requested. News messages must be requested one at a time.
- STOP - By entering the STOP command after pressing <ESC> or <PA2>, the student is signed off TECS II Training. To re-enter, the student will have to access CAI Training from the beginning. (See Accessing the CAI Training Module)

3.4 The LEARNing Environment

Once inside the LEARN function, a student is presented with the lesson he has selected. Lesson information is presented using printed text and graphics. Key material may be highlighted to stress its importance.

The prompt, "Press <ENTER> To Continue," appears whenever the student has the opportunity to advance through a lesson. The prompts are always displayed in the bottom right corner of the screen, so it is important for the student to pay careful attention.

To test a student's knowledge of the material presented, questions and practice transactions appear throughout the lesson.

3.5 Question Types

The four types of questions that may be expected are true/false, multiple choice, fill-in-the-blank, and matching. Each of these types are explained:

NOTE: All answers must be typed using CAPITAL letters. A student can ensure this by pressing the Caps Lock key on his keyboard. This key, which performs like a light switch, turns CAPITAL letters on or off each time it is pressed.

3.5.1 True/false

Example: January is the first month of the year.

Answer >

To answer: The student should type T or F after the > and press <ENTER>:

OR

Answer > T <ENTER>

Answer > F <ENTER>

To change an answer: BEFORE pressing <ENTER>, the student should press <BACKSPACE>, retype the correct answer and press <ENTER>.

3.5.2 Multiple Choice

Example: Which of the following is the first month of the year?

- A. JANUARY
- B. JUNE
- C. JULY
- D. DECEMBER

Enter the letter of your choice >

To answer: The student should type the appropriate letter after the > and press <ENTER>:

Enter the letter of your choice >A <ENTER>

To change an answer: BEFORE pressing <ENTER>, the student should press <BACKSPACE>, retype the correct answer, and press <ENTER>.

3.5.3 Fill-in-the-Blank

Example: The first month of the year is _____.

Answer >

To answer: The student should type the correct answer after the > and press <ENTER>:

Answer > JANUARY <ENTER>

To change an answer: BEFORE pressing <ENTER>, the student should press <BACKSPACE>, retype the correct answer, and press <ENTER>.

NOTE: If the entered answer is misspelled, it will be considered incorrect.

3.5.4 Matching

Example:

Place the letter of the appropriate month number in the right column to the left of each month in the left column.

MONTH	MONTH NUMBER
___January	A. Second month
___February	B. First month
___March	C. Fourth month
___April	D. Third month

To answer:

The cursor will be positioned in the first field to be entered. Once the student types his response in the first field, he may need to re-position the cursor in the second field by using the <TAB> key, then type his response. This process will be repeated for the remaining fields. After the student completes the last field and he is satisfied with his responses, he should press <ENTER> to process his answer.

MONTH	MONTH NUMBER
B ___January	. . .
A ___February	. . .
D ___March	. . .
C ___April	[<ENTER> after all responses are entered]

To change
an answer:

BEFORE <ENTER> is pressed, any or all of the answers may be changed.

Each time the <TAB> key is pressed, the cursor will jump from field to field. When the cursor is positioned in the field to be changed, the student should typed the correct response. When all the responses have been entered, the student should press <ENTER>.

On many occasions, the student will have the opportunity to practice entering the transactions he has learned. When a student is instructed to enter data on a screen, the cursor will appear at the first field to be typed.

If there is more than one field on a line, pressing the <TAB> key will move the cursor from left to right across the screen stopping at each consecutive field. When it reaches the end of a line, the cursor automatically moves down to the next line on the screen.

When the last response has been entered, the cursor may position itself in the first field. If the student is satisfied with his responses, he should press <ENTER> to process them. In the example below, the arrows show the cursor movement when the <TAB> key is pressed.

```

+-->   January   ->   April   ->   July       ->   October
    ->   February ->   May     ->   August    ->   November
    ->   March    ->   June    ->   September ->   December->
+-----+-----+-----+-----+-----+-----+-----+-----+

```

1, 4, 7, 10, 2, 5, 8, 11, 3, 6, 9, 12

<u>1</u> January	<u>4</u> April	<u>7</u> July	<u>10</u> October
<u>2</u> February	<u>5</u> May	<u>8</u> August	<u>11</u> November
<u>3</u> March	<u>6</u> June	<u>9</u> September	<u>12</u> December

BEFORE pressing <ENTER>, the student should press <TAB> to move the cursor next to the field to be changed and type the correction. The procedure should be repeated if other fields need to be changed. When the student is satisfied with his responses, he should press <ENTER>.

TECS II

USER'S MANUAL

ATTACHMENT A
MENU ORGANIZATION vs JOB FUNCTION

TECS II CAI MAINFRAME MENU ORGANIZATION vs JOB FUNCTION

	INSP.	ENF.	INTELL.	SECTOR	SCO	MGMT.	ATF	INS	OTHER
<u>INTRODUCTION</u>									
Intro. to CAI	X	X	X	X	X	X	X	X	X
Intro. to TECS II	X	X	X	X	X	X	X	X	X
External Systems	X	X	X	X	X	X	X	X	X
User Interface - Inspection	X							X	
User Interface - Enforcement		X							
User Interface - Intelligence			X						
User Interface - SECTOR				X					
User Interface - Managers						X			
User Interface - ATF							X		
User Interface - Ext. Agencies								X	X
Database Structure	X	X	X	X	X	X	X	X	X
<u>GENERAL FEATURES</u>									
Intro. to Access Control	X	X	X	X	X	X	X	X	X
SCO Access Control					X		X	X	X
Help	X	X	X	X	X	X	X	X	X
Electronic Mail	X	X	X	X	X	X	X	X	X
Data Ownership/Aging/ Purging	X	X	X	X	X	X	X	X	X
Error Message	X	X	X	X	X	X	X	X	X
Search/Arrest/Seizure MOIR	X	X	X						
Authorize Reports			X			X			
General Query - Inspectors	X				*	*		X	
General Query - Enforcement		X	X	X	*	*			
<u>SUBJECT RECORDS</u>									
Subject Records Descriptions	X	X	X	X	X	X	X	X	X
Create/Modify/Link Subject Records	X	X	X	X	X	X	X	X	X
Name Search	X	X	X	X	X	X	X	X	X
Subject Query	X	X	X	X	X	X	X	X	X

x - indicates that this lesson is recommended for this function
 * - depends on whether the user is I&C Mgr or OE Mgr

	INSP.	ENF.	INTELL.	SECTOR	SCO	MGMT.	ATF	INS	OTHER
<u>INSPECTION OPERATIONS</u>									
Landborder Primary	X	X						X	
Landborder Secondary	X	X						X	
Airport Primary	X	X						X	
Airport Secondary	X	X						X	
PAES	X	X	X					X	X
VES	X	X	X						
Incident Log Report	X	X	X						
<u>CASE MANAGEMENT</u>									
Open/Link/Authorie		X					X		
Modify Case									
Report Case Hours & Statistics		X					X		
Retrieve Case Data		X					X		
Enter Report of Investigation		X					X		
Electronicies		X					X		
Surv. Request									
Case Syllabus									
<u>INTELLIGENCE OPERATIONS</u>									
Intelligence Reports			X				X		
<u>MIS</u>									
Text Search	X	X	X	X	X	X	X	X	X
Management Info. Processes	X	X	X	X	X	X			
<u>ATF</u>									
ATF Electronic Surveillance								X	
ATF Firearms								X	
Subject Records									

x - indicates that this lesson is recommended for this function
 * - depends on whether the user is I&C Mgr or OE Mgr

TECS II

USER'S MANUAL

ATTACHMENT B
TROUBLESHOOTING GUIDE

Troubleshooting Student Problems:

PROBLEM:	ACTION:
Student denied access to CAI Training Module.	The Student should report the SCO
Student does not remember CAI Training Module Password	The Student should report the SCO
Student is not presented with selected lesson	The Student should report the SCO

INSERT INDEX XVI (APPENDIX)

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APPENDIX A DATA ACCESS CONTROL

OVERVIEW

Data Access Control allows you, as the owner of a record, to restrict the record accessibility by assigning to it one of four authorization levels. The following authorization levels apply to all source and subject records that you create.

-
- 1 STANDARD TECS II ACCESS - Data will be unconditionally available to all users.
 - 2 AGENCY RESTRICTED ACCESS - Data will be made available only to users within your agency.
 - 3 USER GROUP RESTRICTED ACCESS - Data will be made available only to users belonging to the organizations or user groups that you have specified.
 - 4 INDIVIDUAL RESTRICTED ACCESS - This data will be available only to the individual users that you specify.
-

(figure 1)

When a you query a record that you have created, the system will determine if you are authorized to access the selected information. If the authorization level you have set for the record does not allow you access, you will receive a "RECORD NOT FOUND" message in response to the query.

Data Access Control prevents both unauthorized access to your records, and to the knowledge that the record exists.

An additional feature of DATA ACCESS CONTROL allows you to update the data access information you originally provided, at the time the record was created, with new information at a later date.

At this point, turn to the corresponding portion of this appendix for information on the following features:

- o DATA ACCESS CREATION - Provides information on the initial creation of data access information. This is accessible only from an application that creates a source or subject record.

- ## DATA ACCESS CREATION

13:00	TECS II RECORD ACCESS INFORMATION	120487	T2TM456 T2PM456
-------	--------------------------------------	--------	--------------------

ACCESS CODE: — (1=ALL, 2=AGENCY, 3=USER GROUPS, 4=USERS)
AGENCY: (CODE 2 ONLY; C=CUSTOMS, K=ATF)

USERIDS (CODE 4 ONLY) WITH ACCESS RIGHTS:

(PF1=HELP) (PF2=FIELD HELP)

(figure 2)

To allow TECS II to select an access level, simply press the ENTER key without entering any data. TECS II will then assign an access level to the record according to the following defaults:

- A - 2

- O Enforcement source and case records will default to level 3 - user group "OE" (this includes case, ROI, Electronic Surveillance, Case Syllabus).
- O All records entered by users other than ATF, CUSTOMS, or IRS will not allow the setting of an authorization level and will automatically default to 1.

If you choose to have the system enter the displayed default data access, press the ENTER key.

If you choose to provide your own data access information, the following fields are provided for input.

ACCESS CODE - This field is provided for you to enter the access level for the record (see figure 1). Valid entries are 1,2,3, and 4. An invalid entry will result in the following error message:

"INVALID ACCESS CODE"

AGENCY - If data is entered in this field it will be ignored by the system unless the access code is set to 2. Valid codes include:

C = Customs
K = ATF
I = IRS (CID)
H = IRS (INSPECTION)

Additionally, you can only enter the letter corresponding to the agency you work for or the following message will result:

"INVALID AGENCY CODE FOR LEVEL 2"

USER GROUPS - If data is entered in this field it will be ignored by the system unless the access code is set to 3. Additionally, an edit check is performed on the group code to determine if it is a valid user group. Invalid data will result in the following message:

"INVALID GROUP CODES - CORRECT HIGHLIGHTED FIELDS AND RE-SUBMIT"

In the event that you select an access code of 3 but do not enter any group codes, the following message will result:

"ENTER AT LEAST ONE USER GROUP CODE"

USER IDS - This field is provided for you to enter up to 30 USER IDS of people you wish to have access to this record. Any user IDS will be ignored by the system unless the access level has been set to 4. An edit check will determine if the user ID is valid. Invalid data will result in the following message:

"INVALID USER ID - CORRECT HIGHLIGHTED FIELDS AND RE-SUBMIT"

In the event that you select an access code of 4 but do not enter any user IDS, the following message will result:

"ENTER AT LEAST ONE USER ID CODE"

After you have entered all of the necessary data, press the ENTER key. Any errors will be highlighted and the appropriate error messages (listed above) will display.

The errors can be corrected by using the TAB key to move to the highlighted fields and re-entering the correct information. After all errors have been corrected, press the ENTER key and the system will return you to the application to complete the record creation process.

DATA ACCESS RECORD UPDATE

Data Access Record Update allows you to change the access level of a previously created document.

During creation of a record, you completed the RECORD ACCESS INFORMATION screen (figure 2). This screen sets the access level for that record. After the record is created, the RECORD ACCESS INFORMATION screen cannot be changed while modifying the record. To change this access information you must select this function from the SYSTEM SUPPORT MENU.

Upon sign-on to TECS II enter SS07 into the CODE field and press ENTER. The next screen to appear is the ACCESS VALIDATION SELECTION screen (figure 3):

11:27 TECS II ACCESS VALIDATION 011288 T2MU3201
 SELECTION SCREEN T2PU3201

RECORD ID: _____

OR

DOCUMENT/CASE NUMBER: _____

DATA BASE: - CASE (APPROVED CASES ONLY)
 - ROI
 - MOIR
 - INTELL
 - INTELL STUDY
 - INTELL ALERT

ENTER RECORD ID OR DOCUMENT/CASE NBR AND DATA BASE. PRESS RETURN

(PF1=HELP) (PF2=FIELD HELP) (PF3=MAIN MENU) (PF4=PREV MENU)
~~~~~  
(figure 3)

To complete this screen, use the TAB key to move from field to field. After all the necessary fields have been completed, press the ENTER key to accept the screen.

RECORD ID - For subject record enter the TECS II record ID of the record that you wish to edit the access information. This record ID must be valid, and must reference a record that you own or the following message will result:

"RECORD ID NOT FOUND"

DATA BASE SELECTION - Using the list of options, place an 'X' in the database that contains the record ID. If you do not select a database, or the database selected is invalid for the type of record, the following messages will result:

"NO FILE SELECTED"  
"INVALID FILE SELECTION"

After completing RECORD-ID or DOCUMENT/CASE NUMBER and selecting a database, press the ENTER key. Any errors will be highlighted and the appropriate error message will display.

DOCUMENT/CASE NUMBER - For source documents or cases, enter the appropriate report number or case number. Again, you must own the specified record in order to change the access.

The errors can be corrected by using the TAB key to move to the highlighted fields and re-entering the correct information. After all errors have been corrected, press the ENTER key and the ACCESS VALIDATION RECORD ACCESS UPDATE screen (figure 4) will display:

```

-----
12:23                TECS II ACCESS VALIDATION        020687  T6MT4
                      RECORD ACCESS UPDATE           T6PT4

RECORD ID: _____ DOCUMENT/CASE NO.: _____
OWNER: _____

ACCESS CODE: ____ (1=ALL, 2=AGENCY, 3=USER GROUPS, 4=USERS)
AGENCY: ____ (CODE 2 ONLY; C=CUSTOMS, K=ATF)

OTHER USER GROUPS (CODE 3 ONLY): _ _ _ _ _
_ _ _ _ _

USER IDS (CODE 4 ONLY) WITH ACCESS RIGHTS:
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _

TO CHANGE ACCESS, ENTER NEW INFORMATION AND PRESS <RETURN>

(PF1=HELP) (PF3=MAIN MENU) (PF2=FIELD HELP) (PF12=REVAL ACCESS)
/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/\/
                                   (figure 4)

```

This screen will initially display the data access information you specified at the time the record was created. From here, you can use the TAB key to select various fields and edit them just as you initially created them on the RECORD ACCESS INFORMATION screen (figure 2).

\*NOTE: Please refer to DATA ACCESS CREATION in this appendix for an explanation of the various fields on this screen. Contained below are explanations of fields that have not been previously displayed.



DOCUMENT/CASE NO. - If the record selected is a source document or case, the report or case number will display here. It may not be change.

OWNER - This field will contain the name of the owner of the record. This field is system generated and cannot be edited.

Should you have group codes or user IDs that you wish to delete from this screen, place a "D" in the space before each group code or user ID and press the PF13 key. The screen will then refresh after removing the group codes or user ID's that you marked for deletion.

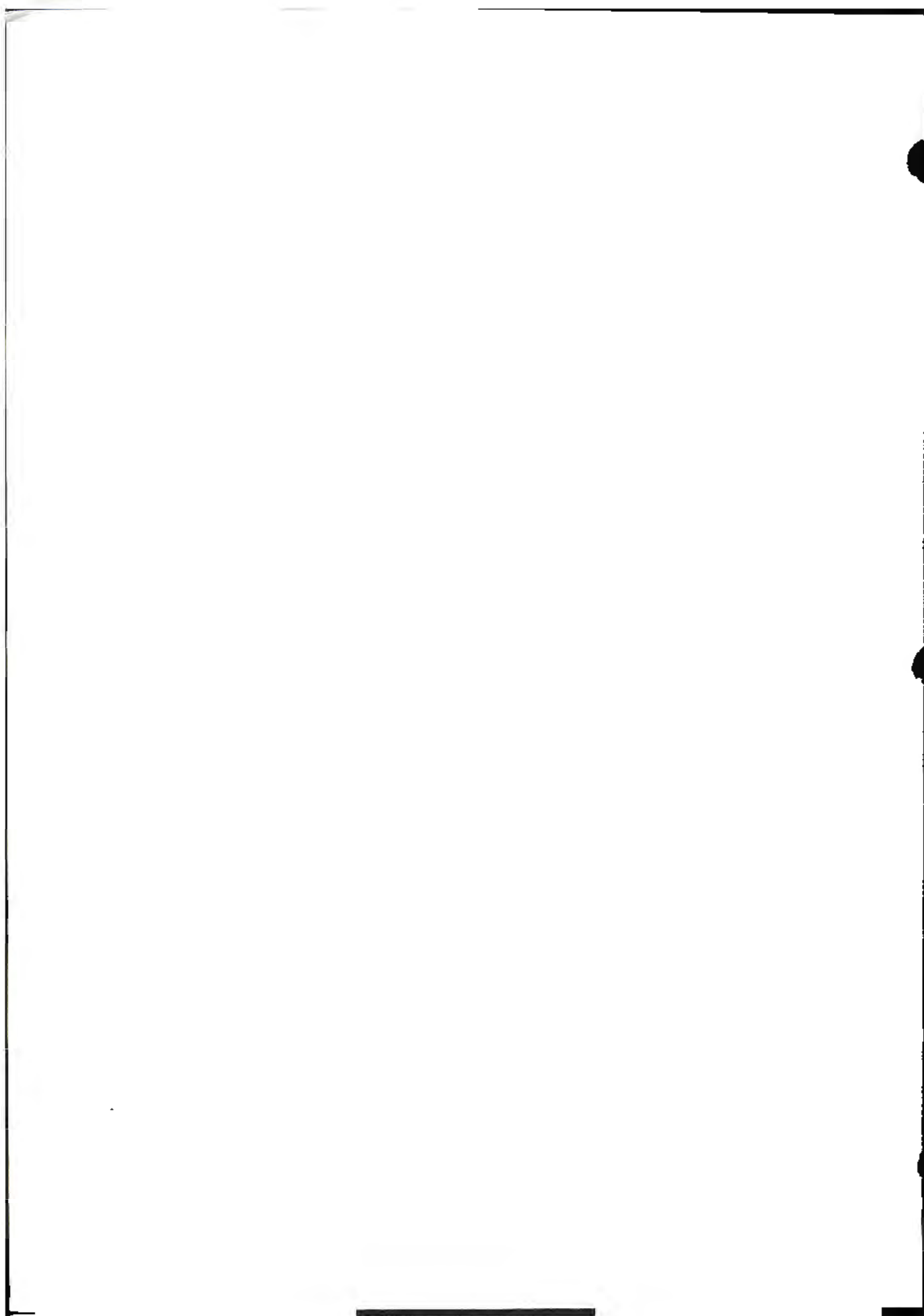
All error messages and processes for the additional fields are the same as those on the RECORD ACCESS INFORMATION screen (figure 2). After all fields have been completed press ENTER and the following message will appear:

"PRESS PF20 TO VERIFY CHANGE OR PF5 TO REFRESH SCREEN"

At this point, if you respond by pressing PF5 the system will replace the screen with the old data access information. If you press PF20 the following message will display:

"PROCESS COMPLETED"

From here you have the option of pressing PF4 to return to the ACCESS VALIDATION SELECTION screen (figure 3) or PF3 to return to the TECS II MAIN SYSTEM MENU.



## FORWARD

### WELCOME TO THE TREASURY ENFORCEMENT COMMUNICATIONS SYSTEM II (TECS II)

The following pages comprise the First Edition of the TECS II User's Manual. The implementation of TECS II is completing the transition phase from the original TECS. TECS II is an entirely new system, and enhancements are continually being produced to make this system more effective, efficient, and as user friendly as possible.

The intent of this manual is to assist you, the user, in the procedural operation of TECS II. The manual is divided into sixteen sections, beginning with an introduction to TECS II which provides background into the system as well as a brief description of the system and its capabilities.

Following the Introduction is a section dealing with Security. There are many aspects of security involved in TECS II. This section provides information on each aspect. Prior to accessing TECS II, certain security requirements must be met. The Security section explains what those requirements are, and what you must do to satisfy them.

Once the security requirements are satisfied, you will need to know how to actually access the TECS II system. The next section is devoted to Accessing TECS II, and explains how to sign-on and off of the system. System Attributes such as the Help facility, standard function keys and electronic mail (eMAIL) are also discussed in this section.

The remainder of the manual is divided into specific system applications. The arrangement of the applications is presented in alphabetical order, according to their placement on the TECS II Main Menu. Each individual section will begin with an overview, followed by a discussion of accessing the application from the main menu, then the subsystem menu. After the presentation of the subsystem menu, each section will present an in-depth discussion of the options available from the subsystem menu. Should there be other menus presented below the subsystem menu, those options too will be discussed, each in turn, as they are presented on the menu.

You are encouraged to use and critique this manual. Should you have any questions, suggestions for improvement, or corrections, please submit your comments to:

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Law Enforcement Systems Division  
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DEPOSITORY